



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
AWARD OF CONTRACT

P.O. Box 749
Jefferson City, Missouri 65102
Phone: (573) 751-4905

Program Area: STOP Violence Against Women Act (VAWA)		Catalog of Federal Domestic Assistance (CFDA) #: 16.588
Contractor Name: Columbia, Police Department		
Project Title: 2016-2017 STOP VAWA Solicitation		
Contract Period: January 1, 2016 to December 31, 2017	State/Federal Funds Awarded: 158200.03	Contract Number: 2013-VAWA-027-NC
<p>Award is hereby made in the amount and for the period shown above to the above-mentioned Contractor. This award is subject to compliance with the general conditions governing grants and contracts, as well as, any attached Certified Assurances. This award is also subject to compliance with all current applicable federal and state laws, regulations and guidelines.</p> <p>The undersigned hereby certify acceptance of the above-described contract on the terms and conditions specified or incorporated by reference above and herein, including those stated in the contract application.</p>		
<p>_____ Applicant Authorized Official</p> <p><i>[Signature]</i> Applicant Project Director</p>		<p>_____ Date</p> <p><i>1-29-16</i> Date</p>
<p>This contract shall be in effect for the duration of the contract period stated herein, and funds shall become available on the award date with the signed return of this form to the Missouri Department of Public Safety and the signature of the Authorized Official of the Missouri Department of Public Safety.</p>		
<p>_____ Authorized Official, MO Department of Public Safety</p> <p>January 1, 2016 Award Date</p>		



**MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
STOP Violence Against Women Act (VAWA)**



2016 CERTIFIED ASSURANCES

The Sub-recipient hereby assures and certifies compliance with all the following certified assurances:

General:

1. **The Sub-recipient assures that it shall comply, and all its Sub-recipients shall comply, with the applicable provisions of the 2016-2017 STOP VAWA Solicitation, the DPS Financial and Administrative Guide, any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Reauthorization Act of 2013 (42 U.S.C. 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations), and other applicable federal and state laws, orders, circulars, or regulations.**

Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes: (a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and (b) any work that is subject to copyright for which ownership was purchased by a recipient, Sub-recipient or a contractor with support under this award. In addition, the recipient (or Sub-recipient, contractor or subcontractor) must obtain advance written approval from the Office On Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award. It is the responsibility of the recipient (and of each Sub-recipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

2. The Sub-recipient assures that it shall comply, and all its Sub-recipients shall comply, with the applicable provisions of the VAWA Solicitation, the DPS Financial and Administrative Guide, the Travel Guidelines, and other applicable state laws or regulations.
3. **Compliance Training:** As a recipient of federal or state funds, the Sub-recipient is required to attend the Compliance Training hosted by the Missouri Department of Public Safety. The Compliance Training may be hosted in-person or as a webinar to provide post-award information to include, but not limited to, award acceptance, project implementation, reporting requirements, contract changes, civil rights compliance, monitoring responsibilities, record retention, internal controls, and accounting responsibilities
4. **Non-Supplanting:** The Sub-recipient assures that federal or state funds made available under this contract will not be used to supplant state and local funds, but will be used to increase the amount of funds that would, in the absence of these funds, be made available for the activities of this project.
5. **Change in Personnel:** The Sub-recipient agrees to notify, within a timely manner, the Missouri Department of Public Safety if there is a change in or temporary absence of personnel as it affects the 'My Profile' module, 'Contact Information' form, and/or 'Budget' form within WebGrants. The notification shall be sent through the 'Correspondence' component of WebGrants to the appropriate Internal Contact with the *Change of Information* form attached.
6. **Contract Adjustments:** The Sub-recipient understands that any deviation from the approved contract must have prior approval from the Missouri Department of Public Safety. No additional funding shall be awarded to a Sub-recipient but changes from one budget line to another budget line may be possible if the request is allowable and within the scope of the guidelines. Prior approval must be requested as a Contract Adjustment via WebGrants.

7. **Monitoring:** The Sub-recipient agrees to maintain the records necessary to evaluate the effectiveness of the project. In addition, the Sub-recipient assures that all documentation or records relating to this contract shall be made available to monitoring representatives of the Missouri Department of Public Safety, Office of the Director, immediately upon request. The Sub-recipient assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
8. **Criminal Activity:** The Sub-recipient assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony regardless if the criminal offense is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

The Sub-recipient shall not make false statements or claims in connection with any Office of Justice Programs or DPS state funded grant. The result of such false statements or claims includes fines, imprisonment, and debarment from participating in state and federal grants or contract, and/or other remedy by law. The Sub-recipient must promptly refer to the Department of Justice, Office of Inspector General and Missouri Department of Public Safety any credible evidence that a principal, employee, agent, Sub-recipient, sub-Sub-recipient, or other person has either:

- 1) Submitted a false claim for grant funds under the False Claims Act or
- 2) Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds

For Sub-recipients of federal grant funding, potential fraud, waste, abuse, or misconduct must be reported to the DPS and OIG by mail at following address.

Missouri Department of Public Safety
Office of the Director
Attention: Crime Victim Services Unit (VAWA)
P.O. Box 749
1101 Riverside Drive
Jefferson City, MO 65102-0749

Office of Inspector General
Office of Justice Programs and Investigation Division
950 Pennsylvania Avenue, N.W., Room 4706
Washington D.C. 20530

The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal offense.

9. **Lobbying:** The Sub-recipient understands and agrees that it cannot use any federal or state funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government,

Applicants for DPS awards with total costs expected to exceed \$100,000 are required to certify that (1) they have not made, and will not make, such a prohibited payment, (2) they will be responsible for reporting the use of non-appropriated funds for such purposes, and (3) they will include these requirements in consortium agreements and contracts under grants that will exceed \$100,000 and obtain necessary certifications from those consortium participants and Sub-recipients.

The signature of the authorized organizational official on the application serves as the required certification of compliance for the applicant organization. DPS appropriated funds may not be used to pay the salary or expenses of an employee of a grantee, consortium participant, or Sub-recipient or those of an agent related to any activity designed to influence legislation or appropriations pending before Congress or any State legislature.

10. **Fair Labor Standards Act:** All Sub-recipients of federal funds will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.

11. **Employment of Unauthorized Aliens:** Pursuant to Section 285.530.1 RSMo, the Sub-recipient assures that it does not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri, and shall affirm, by sworn affidavit and provision of documentation, its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Further, the Sub-recipient shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

In accordance with Sections 285.525 to 285.550, RSMo a general Sub-recipient or Sub-recipient of any tier shall not be liable when such Sub-recipient or Sub-recipient contracts with its direct Sub-recipient who violates subsection 1 of Section 285.530, RSMo if the contract binding the Sub-recipient and Sub-recipient affirmatively states that the direct Sub-recipient is not knowingly in violation of subsection 1 of Section 285.530, RSMo and shall not henceforth be in such violation and the Sub-recipient or Sub-recipient receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct Sub-recipient's employees are lawfully present in the United States.

12. **Relationship:** The Sub-recipient agrees that they will represent themselves to be an independent Sub-recipient offering such services to the general public and shall not represent themselves or their employees to be employees of the Missouri Department of Public Safety or the Office of the Director. This provision is not applicable to the Missouri Department of Public Safety or any of its divisions or programs. The Sub-recipient shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc.
13. **Uniform Crime Reporting (UCR):** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with Section 43.505 RSMo relating to uniform crime reporting and will remain in full compliance for the duration of the contract period.
14. **Racial Profiling:** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with Section 590.650 RSMo relating to racial profiling and will remain in full compliance for the duration of the contract period.
15. **Federal Equitable Sharing Funds:** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in compliance with Section 513.653 RSMo relating to participation in the federal forfeiture system and the reporting of proceeds received therefrom to the Missouri Department of Public Safety and the Missouri State Auditor.
16. **Custodial Interrogations:** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with Section 590.700 RSMo relating to custodial interrogations and has adopted a written policy to record custodial interrogations of persons suspected of committing or attempting to commit the felony crimes described in subsection 2 of this section.
17. **DWI Law:** If the Sub-recipient is a law enforcement agency, the Sub-recipient assures that its law enforcement agency is in full compliance with Section 577.005 RSMo relating to the "DWI Law" and has adopted a written policy to forward arrest information for all intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo. In addition, the Sub-recipient assures that its county prosecuting attorney or municipal prosecutor is in full compliance with Section 577.005 RSMo relating to the "DWI Law" and has adopted a written policy to forward all charge information for intoxication-related traffic offenses to the central repository as required by Section 43.503 RSMo.
18. **Texting While Driving:** Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Missouri Department of Public Safety encourages the Sub-recipient to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
19. **Drug-Free Workplace Act of 1988:** The Sub-recipient assures that it will comply, and all its Sub-recipients will comply, with the Drug-Free Workplace Act of 1988. The Law further requires that all individual Sub-recipients and grant recipients, regardless of dollar amount/value of the contract or grant, comply with the Law.
20. **ACORN:** Sub-recipients understand and agree that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

21. **Computer Networks:** The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Civil Rights:

1. **Enforcing Civil Rights Laws:** The Sub-recipient acknowledges that all recipients of Federal financial assistance, regardless of the particular source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, the Office for Civil Rights (OCR) investigates sub-recipients that are the subject of discrimination complaints from both individuals and groups.
2. **Discrimination:** The Sub-recipient acknowledges that federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.
3. **Limited English Proficiency (LEP):** The Sub-recipient assures that, in accordance with the *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against national Origin Discrimination Affecting Limited English Persons*, 67 Fed. Reg. 41455 (June 18, 2012) as it pertains to Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities for persons with limited English proficiency (LEP). "Meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents. For more information, visit <http://www.lep.gov>.
4. **Equal Employment Opportunity Plan (EEOP):** The Sub-recipient agrees to comply with the applicable requirements of 28 C.F.R. pt 42, subpt E., DOJ's Equal Employment Opportunity Program (EEOP) Guidelines. The Sub-recipient will maintain an EEOP if the recipient (1) is a state or local government agency or any business; and (2) has 50 or more employees; and (3) receives a single award of \$25,000 or more. The Sub-recipient this is required to maintain an EEOP must submit an EEOP Utilization Report to DOJ's Office for Civil Rights (OCR), Office of Justice Programs, if it receives a single award of \$500,000 or more. The EEOP Utilization report can be found at: <http://ojp.gov/about/ocr/eeop.htm>.

All Sub Recipients, irrespective of their EEOP obligations, must complete the EEOP Certification Form, in which the recipient declares its satisfaction of its obligations. The Certification Form can be found at: <http://ojp.gov/about/ocr/pdfs/cert.pdf>.

5. **Finding of Discrimination:** The Sub-recipient assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the Sub-recipient will forward a copy of the court judgment to the Missouri Department of Public Safety within 30 days of the court judgment date. The Missouri Department of Public Safety will act as the liaison in all civil rights matters with the Office of Civil Rights, Office of Justice Programs.
6. **Unlawful Employment Practices:** The Sub-recipient assures compliance with Section 213.055 RSMo in regards to non-discrimination in employment practices as it relates to race, color, religion, national origin, sex, ancestry, age, or disability.
7. **Discrimination in Public Accommodations:** The Sub-recipient assures compliance with Section 213.065 RSMo in regards to non-discrimination in public accommodations as it relates to accommodations, advantages, facilities, services, or privileges made available in place of public accommodations.
8. **Faith-based Organizations:** The Sub-recipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.

9. **Discrimination - VAWA Exception:** No Sub-recipient in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under [VAWA], and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Office on Violence Against Women.
- a. If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming.

Financial:

1. **Fund Availability:** The Sub-recipient understands all awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is understood and agreed upon that, in the event funds from state sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in state law relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.
2. **Release of Funds:** No funds will be disbursed under this contract until such time as all required documents are signed by the Authorized Official and Project Director and returned to the Missouri Department of Public Safety, Office of the Director for final review and signature by the Director or his/her designee.
3. **Financial Guide:** The Sub-recipient agrees to comply with the financial and administrative requirements set forth in the current Missouri Department of Public Safety Financial and Administrative Guide.
4. **Allowable Costs:** The Sub-recipient understands that only allowable and approved contract expenditures will be reimbursed under this contract. These monies may not be utilized to pay debts incurred by other activities. The Sub-recipient agrees to obligate funds no later than the last day of the contract period. Any deviation from the approved contract must have prior approval from the Missouri Department of Public Safety. The Sub-recipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety.
5. **Financial Reporting Requirements:** The Sub-recipient agrees to complete and submit any financial reports required for this program as outlined in the VAWA Solicitation. Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the contract.
6. **Project Income:** The Sub-recipient agrees to account for project income generated by the activities of this contract, and shall report receipts and expenditures of this income on the monthly Claim report. The Sub-recipient understands that all project income generated as a result of this contract shall be expended during the life of the contract.
7. **Procurement:** The Sub-recipient assures that all procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner to provide maximum open and free competition. In addition, the Sub-recipient assures that all procurement transactions will meet the minimum standards set forth in the *DPS & CVSU Financial and Administrative Guidelines* and identified here:
 - A. All quotations and the rationale behind the selection of a source of supply shall be retained, attached to the purchase order copy, and placed in the accounting files.
 - B. Purchases to a single vendor totaling less than \$3,000 may be purchased with prudence on the open market.
 - C. Purchases estimated to total between \$3,000 but less than \$24,999 to a single vendor, must be competitively bid, but need not be solicited by mail or advertisement.
 - D. Purchases with an estimated total of \$25,000 or over to a single vendor shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.
 - E. Where only one bid or positive proposal is received, it is deemed to be sole source procurement.
 - F. Sole source procurement on purchases to a single vendor of \$3,000 and over requires prior approval from the Missouri Department of Public Safety.
8. **Buy American:** The Sub-recipient acknowledges Sections 34.350-34.359 RSMo regarding the Domestic Product Procurement Act (or commonly referred to as the Buy American Act) and the requirement to purchase or lease goods

manufactured or produced in the United States, unless exceptions to the Buy American mandate in Section 34.353 RSMo are met.

9. **Buy Missouri:** The Sub-recipient also acknowledges Sections 34.070 and 34.073 RSMo regarding the preference given to all commodities and tangible personal property manufactured, mined, produced, or grown within the state of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when quality is equal or better and delivered price is the same or less, quality of performance promised is equal or better and the price quoted is the same or less, or when competing bids are comparable.
10. **Debarment:** This certification is required by Executive Order 12549, Debarment and Suspensions, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510.

The Sub-recipient certifies that it and its principles:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph B of this certification; and
 - D. Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default
11. **Audit:** An audit is required for the agency fiscal year when state financial assistance (which consists of all monies received from State Government or state funds passed through state agencies), of \$250,000 or more is expended by the applicant agency. An audit is required for the agency fiscal year, when FEDERAL financial assistance, (which consists of funds received directly from the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency. If an audit is required, the Sub-recipient assures that such audit will be submitted to the Missouri Department of Public Safety, Office of the Director.
 12. **Termination of Award:** The Missouri Department of Public Safety, Office of the Director, reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the Sub-recipient of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the Sub-recipient under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri.

In the event that the Missouri Department of Public Safety determines that a Sub-recipient is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable state requirements governing these funds, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.
 13. **Enforceability:** If a Sub-recipient fails to comply with all applicable federal and state requirements governing these funds, the State of Missouri may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies provided to the State of Missouri for recovery of misspent funds available under all applicable state and federal laws.
 14. **Compensation:** The Sub-recipient understands that funds may not be used to pay cash compensation (salary plus bonuses) to any employee of this grant at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System. The Sub-recipient understands it may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.

Programmatic:

1. **Services to Victims of Domestic and/or Sexual Violence and their children:** The Sub-recipient, if providing services to victims of domestic and/or sexual violence and their children through this contract, shall comply with the service standards and guidelines set forth by the Missouri Coalition Against Domestic and Sexual Violence Service Standards and Guidelines for Domestic Violence Programs and/or Sexual Violence Programs, as they relate to the provision of services required herein.
2. **Services to All Other Victims of Crime:** The Sub-recipient, if not primarily providing services to victims of domestic and/or sexual violence through this contract, shall comply with the program standards and guidelines set forth by the Missouri Department of Public Safety Crime Victim Services Unit Program Standards and Guidelines, as they relate to the provision of services required herein.
3. **Coordination of activities:** The Sub-recipient shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
4. **Data Collection:** The Sub-recipient assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues and in response to requests from the Department of Justice, Office of Justice Programs or Office of Violence Against Women. In addition to information that may be necessary in follow up to monitoring and/or audit issues, and in response to requests from the Missouri Department of Public Safety.
5. **Access to Records:** The Sub-recipient authorizes the Missouri Department of Public Safety and/or the Office for Victims of Crime and/or the Office of the Comptroller, and its representatives, access to and the right to examine all records, books, paper or documents related to the VAWA grant.
6. **Confidentiality of Research Information:** The Sub-recipient assures that except as otherwise provided by federal law, they shall not use or reveal any research or statistical information furnished under this program by any person identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VAWA. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.
7. **Printed Materials:** All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: **"This project was supported by funding made available through the Fund administered by the Missouri Department of Public Safety, Office of the Director."** The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Missouri Department of Public Safety, Office of the Director or the Department of Justice Programs.
8. **Client-Counselor Confidentiality:** The Sub-recipient assures that they will maintain confidentiality of client-counselor information as required by state and federal law.
9. **Code of Professional Ethics:** The Sub-recipient shall comply with and assures that the program adheres to the Missouri Department of Public Safety Code of Professional Ethics for Victim Service Provider Sub-recipients.
10. **Victims' Rights Compliance:** The Sub-recipient assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo.** (These eligible direct victim services do not include general witness assistance)
11. **Criminal or Civil Filings:** The Sub-recipient assures that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order or a petition for a protection order, to protect a victim of domestic violence, stalking or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order or witness subpoena, whether issued inside or outside this state.

12. **Forensic Medical Exams:** To the extent funds are not available from other sources, the state, must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. No State, territory, Indian tribal government, unit of local government, or another governmental entity shall require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.
13. **Polygraph/Voice Stress Analysis:** No prosecuting or circuit attorney, peace officer, governmental official, or employee of a law enforcement agency shall request or require a victim of sexual assault under section 566.040 or forcible rape under section 566.030 to submit to any polygraph test or psychological stress evaluator exam as a condition for proceeding with a criminal investigation of such crime.
14. **Court Records:** After August 28, 2007, any information contained in any court record, whether written or published on the Internet, that could be used to identify or locate any victim of sexual assault, domestic assault, stalking, or forcible rape shall be closed and redacted from such record prior to disclosure to the public. Identifying information shall include the name, home or temporary address, telephone number, social security number or physical characteristics.
15. **Consultation with Victim Services:** Prosecution, law enforcement and court based applicants must consult with tribal, territorial, State, or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.
16. **Nondisclosure of confidential or Private Information:** Sub-recipients may not disclose personally identifying information about victims served with VAWA funds without a written release unless the disclosure of the information is required by a statute or court order. This applies whether the information is being requested for any VAWA grant program or another Federal agency, state, tribal, or a territorial grant program. This provision also limits disclosures by VAWA Sub-recipients to other federal grantees, including disclosures to statewide or regional databases.
17. **Historic Preservation Act:** Sub-recipients must be in compliance with the National Historic Preservation Act (16 USC 470) stating that you must consult the State Historic Preservation Officer to identify protected properties and agree to avoid or mitigate adverse effects to such properties.
18. **Time Records Requirement:** The applicant assures that, **all** project personnel funded through the VAWA grant (federal or local funds) will maintain timesheets that detail 100% of their time along with the activities/services provided. These timesheets must be provided to DPS upon request.
19. **Claims that are Late:** Sub-recipients assure the Claim for Reimbursement, Detail of Expenditures, and supporting documentation will be submitted by the 5th of each month. If specified due date falls on a weekend or holiday, the Claim must be received by the first working day after the weekend or holiday. Claims submitted after deadline will not be processed until the following month. Claims are due each month whether or not the sub-recipient expended any grant or local match funds.


Failure to submit the required forms on time shall be taken as failure to adhere to the terms of the Award of Contract and may result in the delay of reimbursement and/or termination of the contract.
20. **Timely Reporting:** Sub-recipients assure that expenses will be submitted within 60 days from the time the expense was incurred. The Missouri Department of Public Safety reserves the right to deny reimbursement of any expense that falls outside the 60 day requirement.
21. **Claims with Errors:** Sub-recipients assure that accurate claims will be submitted. If a Claim is submitted with errors, the Claim may be negotiated for corrections. If the errors are not corrected after two (2) negotiations, the Claim may be withdrawn and not paid. If a Claim is withdrawn due to errors, a correspondence will be sent to the Executive Director and Board President.
22. **Annual Performance Report:** The Sub-recipient agrees to provide information on the activities supported and an assessment of the effects that the VAWA victim assistance funds have had on services to crime victims for a one year period. That period will either run October 1 through September 30, July 1 through June 30 or January 1

through December 31. This information will be submitted annually on the DPS "VAWA Annual Performance Report" no later than 15 days following the end date of the reporting period each year.

23. **Match:** State and local units of government are required to provide 25% of the total project cost as match. Match may be provided in the form of cash or in-kind match. All funds designated as match are restricted to the same uses as the STOP VAWA program funds and must be expended within the grant period. Match must be provided on a project-by-project basis. Matching funds are not required for any victim service provider, victim service providers may voluntarily provide match on the STOP VAWA grant.
24. **Renewal:** An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.
25. **Financial Statements:** All non-profit sub-recipients of STOP VAWA funding under this award are required to make their financial statements available online (either on the Missouri Department of Public Safety's, the sub-recipient's, or another publicly available website). DPS and OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

The Sub-recipient hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.

Authorized Official _____ Date _____

Project Director  _____ Date 1-25-16



Application

55966 - 2016-2017 STOP VAWA Solicitation - Final Application

56591 - 2016-2017 STOP VAWA Solicitation
STOP Violence Against Women Grant (VAWA)

Status: Awarded

Original
Submitted Date: 09/18/2015 6:05 PM

Last
Submitted Date: 01/08/2016 4:07 PM

Applicant Information

Primary Contact:

Name:*	Ms	Lisa	Roland
	Title	First Name	Last Name
Job Title:*	Financial management specialist		
Email:*	laroland@gocolumbiamo.com		
Mailing Address:*	600 East Walnut St		
Street Address 1:			
Street Address 2:			
*	Columbia	Missouri	65201
	City	State/Province	Postal Code/Zip
Phone:*	573-874-7419		
	Ext.		
Fax:*	573-449-3035		

Organization Information

Applicant Agency:*	Columbia, Police Department	
Organization Type:*	Government	
Federal Tax ID#:*	436000810	
DUNS #:*	071989024	
CCR Code:	4cee5	06/04/2016
		Valid Until Date
Organization Website:	gocolumbiamo.com	
Mailing Address:*	600 East Walnut St	
Street Address 1:		

Street Address 2:

City*	Columbia	Missouri	65201	4461
	City	State/Province	Postal Code/Zip	+ 4
County:*	Boone			
Congressional District:*	09			
Phone:*	573-874-7419			Ext.
Fax:*	573-874-1571			

Contact Information

Authorized Official

The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract (e.g. Board President, Presiding Commissioner, Mayor, City Administrator, University President, State Department Director).

The Authorized Official and the Project Director cannot be the same person.

Authorized Official:*	City Manager	Mike	Matthes
	Title	First Name	Last Name
Job Title:*	City Manager		
Agency:*	City of Columbia		
Mailing Address:*	P.O. Box 6015		
Street Address 1:			
Street Address 2:			
AOCity*	Columbia	Missouri	65205
	City	State	Zip Code
Email:*	mematthe@gocolumbiamo.com		
Phone:*	573-874-6338		Ext.
Fax:*	573-442-8828		

Project Director

The Project Director is the individual that will have direct oversight of the proposed project.

The Authorized Official and the Project Director cannot be the same person.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

Project Director:*	Chief	Kenneth	Burton
	Title	First Name	Last Name
Job Title:*	Chief of Police		
Agency:*	Columbia Police Department		
Mailing Address:*	600 East Walnut St		
Street Address 1:			
Street Address 2:			

PDCity* Columbia Missouri 65201
City State Zip Code

Email:* kmburton@gocolumbiamo.com

Phone:* 573-874-7404

Ext.

Fax:* 573-874-1571

Fiscal Officer

The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency level (e.g. City Clerk, County Treasurer, Director of Finance, Accountant).

Fiscal Officer:* Finance Director John Blattel
Title First Name Last Name

Job Title:* Finance Director

Agency:* City of Columbia

Mailing Address:* 701 East Broadway

Street Address 1:

Street Address 2:

FOCity* Columbia Missouri 65201
City State Zip Code

Email:* jlblatte@gocolumbiamo.com

Phone:* 573-874-7366

Ext.

Fax* 573-874-7661

Project Contact Person

The Project Contact Person should be the individual who is most familiar with the program this grant will fund.

This person can be the Project Director if that individual is most familiar with the program.

Project Contact Person:* Financial Management Specialist Lisa Roland
Title First Name Last Name

Job Title:* Financial Management Specialist

Agency:* Columbia Police Department

Mailing Address:* 600 East Walnut St

Street Address 1:

Street Address 2:

OCCity* Columbia Missouri 65201
City State Zip Code

Email:* lroland@gocolumbiamo.com

Phone:* 573-874-7419

Ext.

Fax:* 573-874-1571

Non-Profit Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address.

This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.

Non-Profit Chairperson:

Title First Name Last Name

Job Title:

Agency:

Mailing Address:

Street Address 1:

Street Address 2:

NCCity

Missouri

City

State

Zip Code

Email:

Phone:

Ext.

Fax

Project Summary

Application Type:* Continuation


Current Contract Number(s): 2011-VAWA-028-OS

Program Category:* Law Enforcement

Project Type:* Regional

Geographic Area:* City of Columbia, Missouri within Boone County and surrounding areas and communities.

Brief Summary:* The goal of the Family Services/Domestic Violence Unit, as a member of the Domestic Violence Enforcement Program (DOVE), is to decrease domestic violence and other crimes involving violence against women, and its negative effects in the City of Columbia within Boone County. The Family Services/Domestic Violence Unit intends to accomplish these goals with education, intervention, enforcement, and prosecution through the combined efforts of the Boone County Sheriff's Department, Boone County Prosecutors Office, Columbia Police Department, and the True North Shelter. Members of the Columbia Police Department Family Services/Domestic Violence Unit provide education to local and regional law enforcement officers, related personnel and community groups, so they too can understand the negative effects of domestic violence and other crimes of violence against women. Through intervention, we are providing our victims with information that allow them to become pro-active in removing themselves from domestic violence situations. Enforcement is the first step in holding the abuser accountable and sending the message that domestic violence and other crimes involving violence against women will not be tolerated.

<  >

Program Income Generated:* No

History of the Agency

Brief History of the Program Project Agency*

Provide a brief history of the Agency and the type(s) of victim services the agency provides.

The Columbia Police Department has been serving the city of Columbia Missouri since 1826, when the State of Missouri granted the city a charter of incorporation. From 1821 to 1826 the Boone County Sheriff's Department provided protection for the citizens of Columbia.

Columbia Police Department's proposed 2016 fiscal year budget is \$21.9 million, to maintain a staff of 165 sworn officers and 35 civilian support staff members. The city and county currently use an enhanced 911 dispatch system known as Boone County Joint Communications (BCJC). BCJC is estimated to receive more than 400,000 incoming phone calls per year. The Columbia Police Department handles approximately 140,000 calls for service each year, with continual increases as the population grows steadily. Additionally, officers take approximately 15,000 investigative reports and make approximately 10,000 arrests annually. About 800 investigative reports to document incidents of domestic violence are generated from those calls. The actual number of calls for service involving domestic violence, where no investigative report is generated for further investigation, is far higher.

In March 1990, the Columbia Police Department increased its enforcement of domestic violence and other violent crimes against women, to include changes in department policy mandating an arrest when a dominant physical aggressor is identified. The number of reported domestic violence incidents has increased as the Department continues to increase its vigilance. From January 1, 2013 to December 31, 2013, the Columbia Police Department responded to and completed 893 reports of domestic violence. In 2014 the Columbia Police Department completed 733 reports of domestic violence (Appendix 1). These numbers are still too high and reflect a significant problem of domestic violence in the City of Columbia.

Although it is usually difficult to attribute changes in total reports to any specific activity, the Columbia Police Department's involvement in the county-wide DOVE Unit has worked to increase awareness of services, train citizens in recognition and prevention efforts, and more quickly address domestic abuse cases to ensure harsher sentences and stricter probation and parole requirements.

DOVE (Domestic Violence Enforcement) Program: Until 1998, it was common for central Missouri agencies to work in isolation from one another as they attempted to remedy family violence. In 1998, the Missouri State Highway Patrol, Columbia Police Department, Boone County Sheriff's Department, Boone County Prosecuting Attorney's Office, and The Shelter formed a cooperative partnership, known as The DOVE (Domestic Violence Enforcement) Program. This program began taking significant steps towards effectively combating domestic violence.

In 1998 the Columbia Police Department dedicated one detective to the DOVE Unit to specifically handle domestic and sexual violence cases between intimate partners. Likewise the Missouri State Highway Patrol and the Boone County Sheriff's Department each dedicated a detective to investigate domestic and sexual violence cases in a collaborative effort within the DOVE Unit. Approximately one year later the detective from the Missouri State Highway Patrol transferred employment to the Columbia Police Department and remained a domestic violence detective with a dedicated domestic and sexual violence case load. The Columbia Police Department continues to dedicate two detectives to handle the domestic/sexual violence case load. Due to the large case load shared between the two detectives, during the last grant period we requested and secured a part-time civilian employee to assist the DOVE detectives with some of the clerical and non-investigative duties that take up valuable time. This position has been enormously successful; the DOVE detectives successfully met both objectives for the grant period, which involved more individualized contact with victims and more victim satisfaction with being kept informed about the cases. Furthermore, the civilian employee assists in some investigative aspects of cases, such as auditing and documenting calls made from the Boone County Jail from suspects to victims in ongoing domestic violence cases. The transcription of these calls can be extremely beneficial for prosecutors, both to show the nature and cycle of continued abuse and control and also to help develop cases of such criminal violations as protection order violations and victim tampering.

The DOVE Program's goal is to decrease domestic violence and its negative effects in Boone County. This will be accomplished through increased education, intervention, investigation, and prosecution through the combined efforts of the DOVE Unit's members. The DOVE unit consists of two assistant prosecuting attorneys from the Boone County Prosecuting Attorney's Office, two detectives (investigators) and a part-time civilian assistant from the Columbia Police Department, a victim advocate from the True North shelter, two prosecution-based advocates, three Probation and Parole officers, one court coordinator, and one counselor from the Family Counseling Center. The Program provides education to local and regional law enforcement officers, and related service providers, so all can understand the negative effects of domestic violence in their community. In addition, it provides victims with empowering information, safety planning skills, and criminal justice systemic response to assist victims of domestic violence when working toward an abuse-free life.

In 2002, The DOVE Program began proactively pursuing new training programs, procedural policies, and data tracking systems to help enhance the effectiveness of the Program as a community response team. Also in 2002, The DOVE Program received a technical assistance award from VAWA to obtain training from the VAWA Technical Assistance Team. This team worked with the DOVE Program during late 2002 and early 2003, assisting with the development of effective collaboration techniques, identifying the Program's strengths and weaknesses, and in defining areas on which to focus during the enhancement process. Throughout 2003, the Unit worked to first develop and then refine Program protocols, enabling the group to function as a cohesive unit and identify any problems or weaknesses in the system as they arise.

Over the last decade, Program administrators have worked to strengthen the collaborative effort at the supervisory level with Program members. Two team members attended training in Duluth, Minnesota to learn state of the art techniques in counseling domestic violence offenders. Beginning in 2006, this new program was enacted including a counselor who meets with the team on a weekly basis discussing counseling methods for offenders. A team advocate also participates in these group counseling sessions. The men's group facilitators have provided feedback to group members as to the progress (or lack) by offenders. Of particular note, the program has developed to provide information to Probation and Parole officers as to whether an offender is attending his required group sessions. Officers can take the appropriate action to hold offenders accountable.

In 2008, a new domestic violence court docket was added. This new docket promised to enhance offender accountability through more frequent and regular contact with the judicial system, and with ongoing contact with detectives and P&P Officers.

In 2013, Columbia Police DOVE Detectives Randell Nichols and Robert Dochler identified a need for uniformity in our domestic assault reports. Due to retirements and attrition, we have a very young police force with the majority of officers having less than five years' experience.

In 2014, Columbia Police DOVE Detectives Randell Nichols and Andy Muscato, as well as DOVE Assistant Danielle Clifton, finished the assessment and protocol for the Domestic Violence Investigative Workbook (referred to in its earlier inception as the Domestic Assault Report Packet). The work was finished after consulting with assistant prosecuting attorneys from the Boone County Prosecuting Attorney's Office, domestic violence advocates at that office and at True North, and with other domestic violence investigators and prosecutors in other jurisdictions (contacted through attending domestic violence training throughout the state).

The result was a comprehensive investigative workbook, including sections on: contact information for suspects, victims, witnesses, and children; probable cause elements of danger to victims (including lethality assessment questions for bond increases and sentencing); a strangulation questionnaire to provide more and better information to the prosecutor for filing decisions; and a domestic violence services card, including phone numbers for locate shelters and crisis lines, which is printed in both English and Spanish to satisfy LEP guidelines.

The Domestic Violence Investigative Workbooks were implemented to the patrol division in early 2015, with all required to sign acknowledgement of the associated training for it.

As recently as 08/28/2015 (when Detectives Nichols and Muscato presented a four-hour domestic violence training block as part of the officers' annual "in service" continuing education training) the assistant prosecuting attorneys who assisted in the training remarked that the workbooks are hugely successful in helping them making filing decisions, get services to victims, ensure more efficient and effective prosecution, and help achieve more resolute sentencing and probation conditions.

Statement of the Problem

Statement of the Problem*

This section must address the need for grant funds and the proposed project.

Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific

Do not include every issue the Applicant Agency addresses, but only the one(s) that will be impacted by the use of the grant funds being requested. (Please note that the problem is NOT a lack of staff, counselors, equipment, etc. This is the result of the problem).

Since you are competing with other agencies for limited funds, you should document as extensively and as factually as possible the definition of the problem.

This section must justify the proposed services to be outlined in the Methodology section.

This section should include relevant facts and local statistics on incidents of crime, the number of victims served during the past year - (two years, three years, etc.), existing resources, demographic and geographic specifications, etc. that document and support the stated problem.

Provide crime statistics for all areas served; do not provide global statistics - information must be specific to the service area.

Domestic violence against women is a complex pattern of assaultive and coercive behaviors that batterers use to control their intimate partners. It is not an isolated or individual event, but rather a pattern of repeated behaviors. Assaults are often repeated against the same victim by the same perpetrator, and occur in different forms including physical, sexual, psychological, and economic abuse.

The City of Columbia is located in Central Missouri, in Boone County, at the intersection of US Highway 63 and Interstate 70. The City of Columbia is the largest and most populous city within the County and serves as the County Seat.

According to the United States Census Bureau, Boone County covers 685.41 square miles. The City of Columbia covers 63.08 square miles, with continual annexation of outlying neighborhoods occurring nearly every year. According to the US Census Bureau, the 2014 estimated population for Boone County was 172,717. According to the Missouri Census Data Center, the estimated population for Columbia in 2013 was 113,216. These numbers represent a population increase from 2010 of 6.2% for Boone County and 4.3% for Columbia. It is worth noting that this increase is a more rapid increase than that of the last grant period. The population of the City of Columbia increased 33.9% from 2000 to 2013. The estimated population for 2013 indicated it was comprised of 48% male and 52% female residents.

Since 2000, officers and detectives of the Columbia Police Department have investigated nearly 15,000 cases of domestic violence, often averaging close to 1,000 each year. Of the 9416 **criminal cases** from the past nearly 15 years, about 80% of the investigations involve female victims with male suspects (Appendix 1). As of 08/31/2015, the Columbia Police Department (CPD) has investigated 256 criminal reports and 200 non-criminal reports, totaling 456 reports of domestic violence in 2015 so far.

The number of domestic violence reports taken by the Columbia Police Department in 2014 and 2013 are 733 and 893 respectively. As part of ongoing efforts to maintain interagency communication and cooperation, the Columbia Police Department does offer assistance to the Boone County Sheriff's Department when needed; their statistics for total domestic violence reports investigated by their deputies and detectives for 2015 (up to July), 2014, and 2013 are 325, 619, and 592 respectively (Appendix 7). The numbers alone indicate a need for thorough follow-up investigations and prosecution. Since the inception of the DOVE program in 1998, the community expects and demands a high level of service from law enforcement agencies regarding investigations of domestic violence.

These expectations include: contact from a follow-up investigator (a detective), who performs additional duties that are often difficult or not feasible for the first responding officer to complete. As an example, follow-up photographs of injuries, which can be extremely beneficial for prosecution to show the development of injuries, can be difficult for patrol officers to undertake given the calls for service and days off after the initial call. In addition, the original reporting officer seldom has the time or opportunity to try to locate domestic assault suspects who are still at large once that first work shift is over. The follow-up investigators/detectives have the ability, training, and the time to complete these essential functions for effective enforcement and prosecution. The funds from this grant allow the Columbia Police Department to dedicate two trained Domestic Violence detectives to perform in this critical capacity.

Continuing education and ongoing training continue to be vital elements in combating the issues and problems of domestic violence. All police officers receive training from the DOVE Unit investigators as part of annual "in-service" mandatory continuing education and training. At those training sessions, domestic violence advocates from the Boone County Prosecuting Attorney's Office, domestic violence advocates and assistants from True North (the local battered women's shelter) and assistant prosecuting attorneys from the Boone County Prosecuting Attorney's Office attend and offer feedback, guidance, and updates on current best practices and standards of domestic violence investigation, enforcement, services to victims, and prosecution.

All new police officers undergo a Police Training Officer (PTO) program (also known as a Field Training Officer program), which is usually about 15 weeks of "on the job" training with a training officer. During that training, new officers are exposed to domestic violence investigations, and there is a section of the PTO manual dedicated to best practices and standards of how to investigate domestic violence incidents. The PTO training, combined with the in-service training, focuses on the Adult Abuse Law and associated statutes, how to assess the need for and how to provide victim services, and how to examine crime scenes and collect evidence. Training also involves how to effectively identify primary physical aggressors, examine the history of violence as part of probable cause, and how to conduct effective interviews with victims, witnesses, and suspects. Since 2005, DOVE investigators have provided 185 presentations to various groups, including Columbia Police Department officers, other law enforcement agencies, University of Missouri law school students, University of Missouri School of Social Work students, domestic violence advocates, volunteers, undergraduate students (and their parents), middle school/junior high/high school students, and others, totaling nearly 4,700 direct students (excluding an indeterminate number of radio talk show listeners) (Appendix 2).

In conclusion, the persistent problems in our community encompass both enforcement (including prevention and deterrence) and education, which must be addressed in order to adequately tackle the issues of domestic violence. The enforcement needs include appropriate initial response from patrol officers, as well as quality and timely follow-up investigation and collection of evidence from detectives; the address of those needs provides the Boone County Prosecuting Attorney's Office with the necessary evidence to ensure successful prosecution and disposition of the case. In many areas of the state, a frequent complaint is that officers are not arresting abusers frequently enough, and that prosecutors are not sufficiently prosecuting domestic violence cases. The way to combat these problems is through continued education and training, both for officers and advocates and for those in the community.

The education of officers is to ensure the recognition of the seriousness of the crime, to better appreciate that the police department and the community expects an appropriate response to the issue, and to train officers to be thorough in their investigations and collection of evidence. The education for the community involves the presentation of the dynamics of domestic and sexual violence, the avenues and services for help through law enforcement for domestic violence victims, and to instill a chance in mores that domestic violence (and other crimes against women) will not be tolerated in our community. The grant funds will enable the Columbia Police Department's officers and detectives to continue in this important effort.

Type of Program

Methodology/Type of Program*

Outline the services to be provided by this project. Give as much detail as possible about your proposed project.

Define what services will be provided through the grant project, who will provide these services, how they will be accessed and who will benefit from these services. Flow charts and chronological outlines are great, but must be supported by additional narrative description.

Agencies that primarily serve domestic and/or sexual violence victims will be required to comply with the Missouri Coalition Against Domestic and Sexual Violence (MCADSV) Service Standards & Guidelines. (These agencies will not be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (MoCSVU) Program Standards and Guidelines)

In this section, agencies will need to explain how services are delivered in compliance with the MCADSV Standards. Please do not simply state the agency is in compliance! MCADSV Service Standards & Guidelines can be downloaded as a separate document from the DPS website.

All other agencies (those NOT primarily serving victims of domestic violence and/or sexual violence) will be required to comply with the new Missouri Department of Public Safety Crime Victim Services Unit (MoCSVU) Program Standards and Guidelines. (These agencies will not be required to adhere to the MCADSV Standards)

In this section, agencies will need to explain how services are delivered in compliance with the MoCSVU Program Standards and Guidelines. Please do not simply state the agency is in compliance! MoCSVU Program Standards and Guidelines can be downloaded as a separate document from the DPS website.

Type of Program

The Family Services/Domestic Violence Enforcement Unit is an active member of the Domestic Violence Enforcement Program (DOVE) which is a continuing collaboration of agencies in Boone County formed with STOP Violence Against Women Grant funds in 1998. The DOVE Program is comprised of two assistant prosecuting attorneys from the Boone County Prosecuting Attorney's Office, two detectives (investigators) and a civilian investigative assistant from the Columbia Police Department's Family Services/DOVE Unit, one Victim Advocate from True North Shelter, two prosecution-based Advocates, three Probation and Parole Officers, one Court Coordinator, and one Counselor from the Family Counseling Center. The Family Services/DOVE Unit is responsible for investigating crimes of domestic and sexual violence involving intimate partners, former intimate partners, and those with children in common. The Family Services/DOVE Unit provides advocacy for the women who are victimized within the City of Columbia and will make themselves available to assist other local agencies, with incidents involving violence between intimate partners, if requested.

The Family Services/DOVE Unit detectives receive all domestic- and sexual violence-related incidents that are reported to the Columbia Police Department. The supervisor reads all reports and places the domestic and sexual violence reports in the Columbia Police Department's Case Management System. The Sergeant is responsible for completing this data entry on the next business day, after the incident occurs. The supervisor then assigns the respective reports to the domestic violence detectives. At the completion of the investigation, the supervisor will review the case in its entirety. He will make the final determination as to further follow-up work or completion of the case investigation. When completed, the investigative supervisor will clear the report from the case management system. When the detectives

receive the cases, they check the Columbia Police Department's record systems for any prior domestic violence-related incidents involving the subjects before making contact with the victims.

When detectives contact the victim, they obtain as much information about the incident as possible and determine if any abuse has occurred since the police were last in contact with her. They obtain information on previous incidents of abuse and whether or not she has left the abusive relationship. The detective asks about injuries sustained during the incident and, if she has visible injuries, arranges to take follow-up photographs which are submitted into evidence. The detective will try to obtain and document additional information from the victim about the crime that occurred. A victim often remembers additional information about a traumatic event as time passes. Documentation of this additional information is important for a thorough investigation. If the victim sought medical attention, the detective will ask the victim to sign a medical release form. This signed form allows the prosecutor to more easily access information for use in prosecution. The detective tells the victim that the State of Missouri, not she, is pressing charges against her abuser. This simple statement often removes the burden of going forward with prosecution from the victim.

The DOVE Unit detectives, Randy Nichols and Andy Muscato, and True North DOVE advocate Jessica Cooper-Miller, provide annual training for law enforcement officers in Boone County and the City of Columbia. Within this grant period, Detective Michael Youtsey entered the unit on 09/08/2013 to replace Detective Robert Dochler (who was promoted to sergeant). On 06/01/2014, Detective Andy Muscato entered the unit to replace Detective Michael Youtsey, who was likewise promoted to sergeant. The training provided is designed as a refresher course but also provides an opportunity to discuss legal updates pertaining to domestic and sexual violence and stalking investigations. Detectives Dochler, Youtsey, Nichols, and Muscato, as well as True North DOVE advocates Angela Stiffler (who left in summer 2015) and Jessica Cooper-Miller (who replaced her) provide training and arrange speaking engagements to any law enforcement, governmental, or victim service-related agencies as requested. During 2013, 2014, and part of 2015, they conducted 22 training courses totaling 54.5 hours of instruction to over 583 participants (Appendix 2).

In addition, Detectives Dochler, Youtsey, Nichols, and Muscato, and True North DOVE Advocates Angela Stiffler and Jessica Cooper-Miller have provided in-service training to all Columbia Police Department officers, and have also participated in training to the University of Missouri School of Law, University of Missouri School of Social Work, psychology students, True North (women's shelter) employees and volunteers, and to other agencies and participants. This training covers investigations of domestic violence crimes, coordinated community response, police response, and the importance of evidence collection. The purpose of these trainings is to help educate everyone who attends on the crime of domestic violence, the types of remedies and actions that can be taken, and different options provided by a police response, advocacy response, or a combination of both. This session has been in high demand throughout the state, and unit members frequently travel to provide this training. Repeated invitations for future presentations are evidence of its success.

The program is in compliance with MoCVSU standards, specifically:

1. **Organizational Structure:** The CPD DOVE Unit comprises two detectives and a civilian assistant, with specific department policies about domestic violence enforcement and case management. The Unit engages in cross-training with other officers to ensure adherence to best practices, and collects data related to services and performance. All CPD officers undergo DV training in a police academy and continuing education. (For example, in 2015 each officer attended mandatory in-service training that included 4 hours of DV best practices and standards.) CPD has a clear hierarchy and organizational structure for supervision (see attachment).
2. **Personnel Administration:** CPD has written policies regarding conduct, confidentiality, and response to victims' needs for enforcement and prosecution. There are policies for chain of supervision, required hours to be worked, and records of all training for each individual.
3. **Staff Development:** CPD has minimum continuing education and training requirements for all sworn personnel, which exceeds 40 hours a year. Topics include but are not limited to law enforcement response, victim interviewing, case management, personal safety, ethics, criminal law, and crisis intervention.
4. **Service Provision:** CPD either directly provides essential victim services, or refers victims/survivors to those other agencies. CPD offers services including but not limited to general information on victims' rights, crisis intervention, education, assistance with transportation to services and shelter, for referral to crime scene cleanup, to mental health, substance abuse, social and legal services, and to case records and documentation. These services are outlined in CPD policy and mandatory training sessions. The CPD DOVE Unit compiles statistics regarding the number of victims served and to address future trends (Appendix 3).
5. **Program Accessibility:** CPD has written policies and training regarding equal treatment and services to complainants. The City of Columbia and CPD have LEP standards and policies. CPD has equipment for communicating with deaf persons and resources for telephone or in-person interpreters. One of the DOVE detectives (Muscato) also speaks Spanish and assists other officers with cases involving those who speak only Spanish.
6. **Records and Confidentiality of Victim Information:** CPD has written policies and procedures about storing and maintaining records, in compliance with Sunshine and other applicable law. For DV cases every effort is made to ensure victims' information is redacted for safety from the defendants.
7. **Code of Professional Ethics:** CPD treats domestic violence as one of the highest response priorities. All CPD sworn personnel receive ongoing mandatory training about DV enforcement, interacting with victims, and offering access to services.

The STOP funds requested in this application will be used to continue funding of the Domestic Violence Enforcement Unit detectives. These positions perform investigative functions of the DOVE Program and are staffed by Columbia Police Officers. The Domestic Violence Enforcement Unit detectives work from the Columbia Police Department and can be reached by telephone, or cell phone, at all times to assist in domestic violence incidents. Protocols for Detective Response, Investigating Crimes of Domestic Violence were developed and implemented in 2003 (Appendix 3).

Proposed Service Area

Proposed Service Area*

State the geographic area to be served by this project.

Proposed Service Area

The proposed service area of the Family Services Unit/DOVE (Domestic Violence Enforcement Unit) is the City of Columbia, Missouri. However, as a member of the Domestic Violence Enforcement Program we will always be available to assist other agencies in Boone County and other agencies in nearby counties.

Coordination of Services

Coordination of Services*

Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney's offices, courts and other agencies in your community. Other services may not necessarily be the same as offered by your project.

Explain how the services to be offered by this project will complement other activities and services already in place in your community.

Do not merely state who you coordinate with; provide an explanation of specific activities.

Please note that this is a required component to receiving VAWA funds.

Coordination of Services

The DOVE Program is an excellent example of a coordinated and integrated partnership formed to combat domestic violence. The DOVE Program is comprised of the following organizations:

Law Enforcement - - the Columbia Police Department and the Boone County Sheriff's Department

Prosecution - - the Boone County Prosecuting Attorney's Office

Victim Services - - True North Shelter

Missouri Board of Probation and Parole

Family Counseling Center

University of Missouri Residential Life

With the development of the DOVE Program, barriers in communication have come down and a greater understanding of each agency's role and responsibilities has been achieved. The Family Services/Domestic Violence Enforcement Unit (DOVE) detectives meet monthly with other members of the DOVE Program to discuss current cases. In addition, these meetings provide opportunities for the members of the team to discuss other issues surrounding the operation of the DOVE Program and their respective STOP grants. These meetings provide a forum to discuss specific areas needing improvement and how to best meet the needs of our victims of domestic and sexual violence, while also trying to hold offenders accountable.

During the summer of 1998, the Missouri Board of Probation and Parole's Boone County office became an active participant in the DOVE Program. Three Probation and Parole Officers are assigned to domestic violence cases are part of the new Domestic Violence Supervisory Agreement through the Office of Probation and Parole. In addition, the DOVE Program continues to collaborate with the Family Counseling Center to provide much needed counseling for abusers (such as MEND, or Men Exploring New Directions).

The Columbia Police DOVE detectives work closely, often on a daily basis, with True North Shelter advocates. The advocates have access to police reports and work with the DOVE detectives to ensure victims are receiving the services available to them. DOVE advocates often travel with detectives to make in-person/home visits to victims. Work is done in a collaborative effort while remaining within the boundaries of confidentiality.

DOVE detectives also work closely with the assistant prosecuting attorneys assigned to the DOVE Program. Each detective has an Assistant Prosecutor that shares the same case load. This relationship between the detective and prosecutor allows for consistent communication regarding active cases. Detectives coordinate with the prosecutor to obtain and collect important information necessary for successful prosecution of domestic violence defendants. Each detective also has a dedicated domestic violence advocate at the Boone County Prosecuting Attorney's Office, to ensure that case discussions almost always involve the same investigator, advocate, and prosecutor throughout the lifetime of the case.

The Family Services/Domestic Violence Unit works with Boone County Juvenile Officers and the Division of Family Services/Children's Division caseworkers. When specific cases merit the involvement of these offices, Juvenile Officers and DFS/CD caseworkers may attend the DOVE Program meetings or meet with members of the Unit on an individual basis to discuss issues related to the case.

Training area law enforcement officers and providing education to the community is vital in the coordination and integration of our project. Support from the law enforcement officers responding to domestic violence scenes is essential to ensure the victims of these crimes are receiving the services to which they are entitled. In order for domestic violence to be viewed as the crime it is (and not a family matter best dealt with in private), we need our community to rally behind us and support us in our fight against domestic violence. Without education and training, the law enforcement community and the community of Boone County as a whole, will continue to believe domestic violence is a private matter.

Bringing the issue to the forefront, making it a public issue, and demanding that domestic violence be treated as a crime, is the only way to involve the entire community in the fight against domestic and sexual violence against women. In order to achieve this goal of educating law enforcement and the community, the Family Services Unit provides training to any agency or community group that requests it. As previously mentioned (Appendix 2) the Unit has been in high demand to provide training around the state of Missouri.

The Columbia Police Department's DOVE Unit regularly receives requests for training and other advice and support related to domestic violence investigation and enforcement. As recently as late August 2015, Detectives Nichols and Muscato received a request from the Perryville, MO Police Department to assist them with providing domestic violence training to their officers and other employees. It is worth noting that we have no direct contact with this other agency (which is in Perry County, approximately 3 hours' travel from Columbia) and that the request was made specifically to Detectives Nichols and Muscato based on the Perryville Police Department's awareness of the expertise and progressive policies of the Columbia Police Department's DOVE Unit in this important endeavor.

Consultation with Victim Services

Prosecution, Law Enforcement and Court based applicants Only:

Consultation with Victim Services

Prosecution, Law Enforcement and Court based applicants are required to consult with state or local victim service programs during the course of developing their grant applications in order to ensure that the proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Please explain in detail the process undertaken to meet this requirement.

Columbia Police Department DOVE Detectives consult with True North Shelter Executive Director Barabara Hodges, Grant Compliance Officer Jennifer Graves, and advocate Jessica Cooper-Miller, as well as other members of the DOVE Unit (Boone County Prosecutor's Office, Probation and Parole, and the Boone County Sheriff's Department) via telephone and in-person during the grant writing process, and throughout the year at our monthly DOVE meetings. This ongoing communication ensures our proposed activities and services comply with the grant requirements of promoting the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence. During the last grant period, the Columbia Police Department DOVE Unit added a part-time civilian employee to assist DOVE Detectives with various tasks. We continually consult with the above listed individuals regarding the part-time employee's duties and responsibilities to ensure this position promotes the above guidelines as well.

Victim Compensation Assistance

Victim Compensation Assistance*

*Describe the procedures used by your agency to provide information on and assistance to crime victims with filing for victim's compensation funds. Please note that this is a **NEW** component to receiving VAWA funds.*

Columbia Police DOVE Detectives direct or refer victims of domestic and sexual violence to the Boone County Prosecuting Attorney's Office for information and assistance with the application for victim compensation funds.

Number of Victims to Be Served

Number of Victims to Be Served*

Indicate the anticipated number of victims to be served by this VAWA funded project.

Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project.

For victims of domestic and/or sexual violence break out the number of women to be served, men to be served, and children to be served separately.

These numbers should match what is listed on the VAWA Data Report.

Give statistics from previous years to support your estimate.

Numbers of Victims to be Served

During the upcoming grant period (January 1, 2016 to December 31, 2017), it is expected that the Columbia Police Department will serve approximately 1626 victims of domestic violence. In 2013, the Columbia Police Department provided services to 893 victims of domestic violence. In 2014 we provided services to 733 victims of domestic violence. So far in 2015 (January 1, 2015 to August 31, 2015), we have provided services to 456 victims of domestic violence (Appendix 1). The above estimate of 1626 victims served is obtained by averaging the number of victims served in 2013 and 2014 and multiplying by two for the upcoming two-year grant period.

In 2013, 2014, and part of 2015 we provided training to approximately 583 individuals. Based on these numbers and training already scheduled for the rest of 2015, we estimate that we will provide training to approximately 620 individuals in the upcoming 2016 to 2017 grant period.

Goals and Objectives

Organization Type	Objective	Objectives Percentage (%)
Law Enforcement	_____ % of survivors will report that they were kept informed about their investigation/incident	50
Law Enforcement	Increase individualized contact (in person, mail, email or phone communication) between the law enforcement agency and survivors by _____ %.	5

Evaluation Procedure

Evaluation Procedure*

The evaluation component of the application should tie to the goals and objectives. Describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc (it is helpful to attach blank samples of these tools, if available). Explain how data is assessed and used to improve services to victims. This must also include a description of the data to be collected, as outlined in the Program Description, to prepare any progress reports and/or final reports required by the Violence Against Women Act.

Evaluation Procedure

In 2012, the Columbia Police Department implemented a victim satisfaction survey to evaluate the success of the proposed objectives. The survey addresses both objectives as well as other information from victims (Appendix 4). The DOVE Unit uses this information to improve its response to domestic violence victims. A domestic violence letter is sent to each victim of domestic violence assigned to a detective. These letters request contact from the victim and provide invitations and links to participate in the survey. We will continue to use this survey in 2016 and 2017. In 2014 we added a new part-time civilian employee position to assist the DOVE detectives, and one of that position's assigned duties is to conduct phone follow-up surveys with victims about the disposition of their cases and how their concerns were addressed.

Objective 1 asks for a percentage of victims/survivors who say they were kept informed of their investigation/case. Before the last grant period, the DOVE unit did not track this information, but the response so far has been encouraging. The objective will be considered "met" if 50% or more of the completed surveys indicate the victim felt she was kept informed about the status of her case. This objective was met within this last grant period.

We would like to increase Goal/Objective 1 for this next grant period. In the last grant period, the goal was for 50% of survivors to report that they were kept informed about their investigation/case. We would like to increase this to 55% for this next grant period.

Objective 2 asks for a percentage increase in the number of victims/survivors receiving personalized/individualized contact (e-mail, mail, phone, or in-person). The Columbia Police Department's DOVE Unit detectives attempt to contact every domestic violence victim whose case has been assigned to them for follow-up. In 2014 the majority of successful responses to the surveys reported they felt they were kept informed about their case (21/33, or 64%). So far in 2015 the responses have been even more positive: acknowledging a transition in employment for the part-time DOVE Unit civilian assistant, both assistants together made successful telephone contact with 43 victims, and in one of those segments (15 successfully completed) about 11 of those 15 reported they were kept informed (73%).

Unsuccessful contact is largely attributed to one of two main factors: that the phone contact information for the victim is no longer current by the time the case is disposed and the survey is conducted; and that the victim does not want to be contacted or return phone calls about the request to participate in the survey.

Although we already attempt to contact all of our domestic violence victims, we will attempt to increase the individualized contacts, by phone or in-person, by 5%. We consider this objective "met" if the data show an increase in the number of successful contacts with domestic violence victims.

For each of the domestic violence cases assigned to a detective for follow-up, specific information is collected about each incident, including but not limited to: the race of the victim and suspect; the relationship of the victim and abuser; the type of violence (physical, stalking, etc.); the location of the incident; whether the victim has been a victim before;

whether the victim has been involved in a domestic violence case with the same abuser before; whether the suspect has been a suspect in domestic violence before; whether orders of protection were obtained; whether children were present at the scene; whether or not a warrant was applied for in the case; whether the suspect was arrested at the scene or later in the same incident; whether weapons were involved; drug/alcohol use by the suspect and victim; the level of injury to the victim; any special needs of the victim; whether photographs were taken at the scene; whether follow-up photos were taken; and the method used to contact the victim.

The Columbia Police Department DOVE Unit detectives were successful in this effort in this grant period, in that the final results for 2013 showed we made letter and telephone contact with 297 out of 385 victims (or 77%), and in 2014 made letter and telephone contact with 370 out of 451 victims (or 82%).

The two DOVE Unit detectives (Randy Nichols and Andy Muscato) are directly supervised by Criminal Investigations Division Detective Sergeant Michael Maynard. Sergeant Robert Dochler (a previous DOVE Detective) assists by reviewing patrol officers' domestic violence reports and assigning them to the DOVE detectives. Sergeant Maynard continually communicates with the DOVE detectives about the ongoing case management and status of investigations, and he conducts annual performance evaluations with goals specifically directed to performance in CVSU standards and CPD policy and procedure for domestic violence enforcement.

Report of Success

Goal	Measurable Objectives	VAWA Outcomes
Individualized contact with survivors of domestic and sexual violence is a critical part of investigation, victim services, and successful prosecution. The goal is to increase contact and ensure continual communication with the victim and representatives of each agency involved in the judicial process throughout the lifetime of the case.	Objective #2: Increase individualized contact (in person, mail, email, or phone communication) between the Columbia Police Department DOVE Detectives and survivors by 5%.	Results: Objective met. The final results for 2013 showed DOVE detectives made letter and telephone contact with 297 out of 385 victims, or 77%, and made in-person contact with 74 of the victims, or roughly 19% (Appendix 1). In 2014, DOVE detectives made letter and telephone contact with 370 out of 451 victims, or 82%, which is a successful 5% increase compared to the last grant period's second year. So far in 2015 (through late August), DOVE detectives made letter or telephone contact with 214 out of 256 victims, or nearly 84%, which is also an improvement over not only the last year but also the last grant period. It is worth noting that DOVE detectives send letters to victims within a day or two of receiving the case, and a DOVE letter is always sent when an address is available. Therefore when perusing Appendix 1, it is important to note that the "by phone" or "in person" indicate a change from "letter" to "by phone" or "in person," as our records system does not allow multiple categories to have a positive value. We unfortunately have no way of knowing how many victims actually receive letters but choose not to respond, but we have made efforts to make not only more telephone calls but also more in-person visits (either at a victim's residence or the police department). The addition of a part-time civilian assistant in the last grant period has given DOVE detectives time and resources for more telephone calls and in-person visits on these important cases.
n/a	n/a	
Goal #1: To hold batterers accountable and strengthen services to victims of domestic violence, sexual violence, dating violence and stalking, applies to: courts; prosecutorial agencies; law enforcement; culturally and linguistically specific projects and victim centered projects.	Objective #1: 50% of survivors will report that they were kept informed about their investigation/incident.	Results: Objective met. During the last grant period, the DOVE detectives developed a survey requesting feedback from the domestic violence victims/survivors we served; the survey started in 2012. We also made changes to the DOVE letter that we send to victims requesting contact from them. We added an invitation to participate in the survey with an Internet web address. The survey, which we conducted both from the online survey and by follow-up phone calls (conducted by the new part-time civilian assistant), had a question about whether the victim felt like she was kept informed about the case. From January 2014 to the end of August 2015, DOVE investigators sent out 660 letters to victims of domestic violence (Appendix 1). Our civilian assistant did telephone surveys for follow-up after the disposition of the case. In 2014 the assistant made successful telephone follow-up contact with 33 victims/survivors, 21 of whom said they were satisfied about being kept informed about the case; this signifies 64% reporting being kept informed. In 2015, the first assistant made successful telephone follow-up contact with 28 victims, and the second assistant (there was a replacement in June 2015) made successful contact with 15 victims, with about 11 of those 15 reporting they were kept informed about the status of the case; this signifies 73% reporting being kept informed. The low overall numbers compared to the total number of victims suggest that many victims do not want to participate in a follow-up survey related to the disposition of the case, but of those with whom we successfully made contact, the majority said they felt they were kept informed. Many of the telephone numbers were also out of service or had changed by the time the assistant attempting to make the telephone calls for the surveys. We are pursuing other ways to disseminate the survey to improve the rate of response from victims.

Personnel

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost	Local Match %	Local Match Share	Federal/State Share
Andrew Muscato	Detective / Police Officer	Retained	FT	\$1,828.31	52.0	79.23	\$75,325.64	49.0	\$36,909.56	\$38,416.08
Katie Huddlestonsmith	DOVE Assistant	Retained	PT	\$700.00	52.0	100.0	\$36,400.00	49.0	\$17,836.00	\$18,564.00
Randell Nichols	Detective / Police Officer	Retained	FT	\$2,239.35	52.0	81.25	\$94,612.54	49.0	\$46,360.14	\$48,252.39
							\$206,338.18		\$101,105.70	\$105,232.47

Personnel Justification

Personnel Justification

If personnel is included in the budget, provide justification for each position.

If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If a salary increase is included, address the type/reason for such increase, the percentage of increase, and the effective date of the increase.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Detective Nichols and Detective Muscato are assigned as domestic violence investigators to the Columbia Police Departments Family Services/Domestic Violence Enforcement Unit within the Criminal Investigations Division. They receive all domestic violence criminal reports and conduct follow-up interviews with victims to obtain additional information and secondary evidence collection such as follow-up photographs of injuries. Detective Nichols and Muscato also actively attempt to locate domestic violence suspects who have not been arrested and are still at large. These duties are extremely important for a thorough investigation and successful prosecution of batterers. Due to high call volumes, the original reporting patrol officers simply do not have time to follow up on these cases to gather the important additional information and evidence collection.

In addition to the above listed duties, Detective Nichols and Detective Muscato provide domestic violence training to other police agencies, police academies, and the University of Missouri School of Social Work and Law School students.

Detective Randy Nichols has been a Police Officer for a total of 21 years of which 18 years have been with the Columbia Police Department. Detective Nichols has served as a Patrol Officer, Field Training Officer, and has been a domestic violence detective for nearly 8 years. In addition to his work experience, Detective Nichols has attended trainings specific to the investigation of domestic violence cases and homicides.

Detective Andy Muscato has been a Police Officer for 7 years with the Columbia Police Department. Detective Muscato has served as a patrol officer, patrol rifle operator, drug recognition expert, department instructor (including firearms instructor), field training officer, department armorer, Crisis Intervention Team member, CVSA (Computer Voice Stress Analyzer) operator, and is also an adjunct instructor for the Law Enforcement Training Institute. Detective Muscato has attended training specific to the interview and interrogation of victims and suspects, and also has received training particular to domestic violence investigations and prosecution.

There are many activities performed by the DOVE detectives which are important to their investigations but, at the same time, take away from other important activities such as making in-person contacts with victims, and seeking wanted suspects still at large. These activities include, but are not limited to, sending letters to all victims of domestic violence, researching older cases where warrant requests have been submitted for review, and researching older cases where active warrants exist and suspects are still not in custody. In an effort to achieve more face to face, in-person contacts with victims, and actively pursue more wanted suspects, the Columbia Police Department DOVE Unit requested STOP VAWA funds to hire a new part time civilian employee (DOVE Assistant). This part time employee has assisted DOVE

detectives with the above tasks, thus freeing the detectives to concentrate on more in-person contacts, evidence collection, and suspect apprehension. In addition, the DOVE Assistant has attempted phone contact with victims and offers the opportunity to participate in the DOVE Unit survey for those who do not have access to a computer. The new DOVE investigative workbooks have been approved and issued to patrol officers, and the DOVE Assistant is responsible for managing these workbook sheets and making them available for DOVE detectives to aid in their investigations. The DOVE Assistant is a part time employee working 25 hours per week for the duration of the grant (2 years/104 weeks) making their total hours on project 2,600 hours. This is a non-benefited position so the only additional cost for this position (outside of personnel salary) is the FICA/Medicare amount.

Matching funds for the DOVE investigators and part time assistant are provided by the City of Columbia from the General Revenue Fund.

BUDGET REVISED DUE TO APPLICATION NEGOTIATION: In order to maintain funding at the same level as the FY14-FY15 approved grant, the % of grant funded time had to be reduced from prior year grant, as both detectives received slight raises effective 9/27/15 that CPD has been paying. Nichols's % went from 83.18% to 81.25% and Muscato's % went from 81% to 79.23%. This amount comes in slightly less than tentative award, however due to rounding on % to 2 decimals this is max that can be requested.

See Appendix 8 for budget calculation documentation.

Personnel Benefits

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
FICA/Medicare	FICA & Medicare	\$206,357.43	0.0765	100.0	\$15,786.34	49.0	\$7,735.31	\$8,051.04
					\$15,786.34		\$7,735.31	\$8,051.04
Medical Insurance	Medical Insurance AM (FY16)	\$197.30	26.0	79.23	\$4,064.34	49.0	\$1,991.53	\$2,072.81
Medical Insurance	Medical Insurance RN (FY16)	\$197.30	26.0	81.25	\$4,167.96	49.0	\$2,042.30	\$2,125.66
Medical Insurance	Medical Insurance RN (FY17)	\$207.17	26.0	81.25	\$4,376.47	49.0	\$2,144.47	\$2,232.00
Medical Insurance	Medical Insurance AM (FY17)	\$207.17	26.0	79.23	\$4,267.66	49.0	\$2,091.15	\$2,176.51
					\$16,876.43		\$8,269.45	\$8,606.98
Pension/Retirement	Pension (FY16)	\$64,583.82	0.4158	100.0	\$26,853.95	49.0	\$13,158.44	\$13,695.52
Pension/Retirement	Pension (FY17)	\$105,373.61	0.4208	100.0	\$44,341.22	49.0	\$21,727.20	\$22,614.02
					\$71,195.17		\$34,885.64	\$36,309.54
					\$103,857.94		\$50,890.40	\$52,967.56

Personnel Benefits Justification

Benefits Justification

If personnel benefits are included in the budget, provide justification for each fringe benefit.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such

change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

FICA/Medicare is provided at the required federal tax rates for all three positions.

Medical Insurance is a benefit provided to all City of Columbia Police Officers at a premium rate of \$197.30 / pay period from January 1, 2016-December 31, 2016, listed as Medical 2016. An anticipated rate increase (per our budget office) of 5% will be effective during the second year of the grant (January 1, 2017-December 31, 2017). This would make the premium rate \$207.17 / pay period and has been calculated in the dollar amounts, listed as Medical 2017.

Pension/Retirement contribution is a benefit provided to City of Columbia Police Officers at a rate of 41.58% for the period of October 1, 2015-September 30, 2016, listed as Pension FY16 and runs 9 months of the grant period. An anticipated rate increase (per our budget office) of 0.5% will be effective October 1, 2016 - September 30, 2017. This would make the pension rate 42.08% during this time frame of the grant and will be used for the October 1, 2017-December 31, 2017 portion of the grant as well. This rate is listed at Pension FY17 and runs for 15 months of the grant.

Matching funds for the DOVE Investigators (Muscato and Nichols) and the PT DOVE Assistant (Katie Huddlestonsmith) personnel benefits are provided by the City of Columbia from the General Revenue Fund.

BUDGET REVISED DUE TO APPLICATION NEGOTIATION: In order to maintain funding at the same level as the FY14-FY15 approved grant, the % of grant funded time had to be reduced from prior year grant, as both detectives received slight raises effective 9/27/15 that CPD has been paying. Nichols's % went from 83.18% to 81.25% and Muscato's % went from 81% to 79.23%. This amount comes in slightly less than tentative award, however due to rounding on % to 2 decimals this is max that can be requested.

See Appendix 8 for budget calculation documentation.

PRN/Overtime

Name	Title	PRN/Overtime Pay	Hours on Project	Total Cost	Local Match %	Local Match Share	Federal/State Share
				\$0.00		\$0.00	\$0.00

PRN/Overtime Justification

PRN/Overtime Justification

If PRN/Overtime is included in the budget, provide justification for the expense. Describe why PRN/Overtime funding is necessary and how it will aid in the success of the project.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an PRN/Overtime pay rate increase is included, address the individuals eligibility for such increase, the percentage of increase, and the effective date of the increase.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

PRN/Overtime Benefits

Category	Item	PRN/Overtime Premium	Percentage/# of Periods	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00
					\$0.00		\$0.00	\$0.00

PRN/Overtime Benefits Justification**PRN/Overtime Benefits Justification**

If PRN/Overtime benefits are included in the budget, provide justification for each fringe benefit.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Volunteer Match (\$9.50/hour)

Description of Service	Number of Volunteers	Total Hours	Local Match Share
			\$0.00

Volunteer Match (\$12.00/hour rate)

Description of Service Provided	Number of Volunteers	Total Hours	Local Match Share	Match Total
			\$0.00	

Volunteer Match Justification**Volunteer Match Justification**

If volunteer match is included in your application explain the number of volunteers that will be used, the activities that they will be conducting and when they will be conducting these activities (day, evening, weekends).

On-Call Volunteer Match (\$9.50/hour)

Description of Service Provided	Number of Volunteers	Total Number of Hours	Total Local Match
			\$0.00

On-Call Volunteer Match (\$12.00/hour)

Description of Service Provided	Number of Volunteers	Total Number of Hours	Total Local Match	Total Match
			\$0.00	

On-Call Volunteer Match Justification**On-Call Volunteer Match Justification**

Outline the specific activities/duties that the volunteers will be conducting.

Travel/Training

Item	Category	Unit Cost	Duration	Number	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Travel/Training Justification**Travel/Training Justification**

If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.

For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such.

Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Equipment

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
						\$0.00		\$0.00	\$0.00

Equipment Justification

Equipment Justification

If equipment is included in the budget, provide justification for each item.

Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Supplies/Operations

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Supplies/Operations Justification

Supplies/Operations Justification

If supplies/operations are included in the budget, provide justification for each expense.

Address why the item is necessary for the proposed project, who will use it, and how it will be used.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Contractual

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost	Local Match %	Local Match Share	Federal/State Share
					\$0.00		\$0.00	\$0.00

Contractual Justification**Contractual Justification**

If contractual or consultant services are included in the budget, provide justification for each expense.

Address why each item is necessary for the proposed project and who will benefit from the services.

If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.

If using Match in this section please identify who will be providing these funds and describe the source of the funds.

If an increase and/or new line item is being requested, please explain why it is being requested and how the agency has paid for this expense in the past.

Supplanting DOES apply to non-profit agencies as well as government agencies.

Total Budget

Total Federal/State Share:	\$158,200.03	51.0%
Total Local Match Share:	\$151,996.10	49.0%
Total Project Cost:	\$310,196.12	

Cost Assumption**Cost Assumption***

Describe how the Project Agency plans to continue the activities of this project if VAWA funds would no longer be available to the Project Agency. What proactive steps are being taken to absorb the project cost into the applicant agency's future budget? Provide information on the development of a contingency plan for victim services.

Cost Assumption

If state funding is no longer available, the Columbia Police Department will apply to the Columbia City Council for the continuation of this vital project; however, there is no guarantee as to whether or not the Council would be able to provide the funds needed to sustain this project. The DOVE project is discussed yearly with the City Manager and budget/finance office to ensure the appropriation of matching funds is considered. We will continue to keep the City Manager, City Council, and budget/finance office aware of the project's importance and the large number of domestic/sexual violence victims who are served by this project.

VAWA Data Form

Budget Total: \$158,200.03

The requested STOP Program funds will be used for: (Prorate percentage of time if project covers more than one category.)

Law Enforcement:* 100.0% \$158,200.03

Prosecution:* 0% \$0.00

Victim Services Project:* 0% \$0.00

Court:* 0% \$0.00

Discretionary:* 0% \$0.00

Culturally Specific:* 0% \$0.00

Other:* 0% \$0.00

Project Focus:* Domestic Violence Services

Indicate the anticipated number of victims to be served by this STOP funded project

Total Victims of Crime:* 1626

Hotline Calls:* 0

If a domestic violence shelter, indicate the anticipated number of women and children to be served, by this STOP funded project, in shelter and outreach services, the number of anticipated hotline calls and the anticipated number of bednights.

Women:

Children:

Men:

Bed-Nights:

If a training/technical assistance project, show the anticipated number of people and/or communities to be trained:

People: 620

Communities:

Type of victimization

Budget Total 1 \$158,200.03

Sexual assault*	1.5%	\$2,373.00
Domestic violence/dating violence*	88.5%	\$140,007.03
Stalking*	10.0%	\$15,820.00
Total	100.0%	\$158,200.03
	(must equal 100%)	(must equal budget total 1)

Other Funding Sources

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
City of Columbia-City Revenue	\$159,204.38	Detective Muscato and Nichols salary and fringe benefits package for two years. Part Time DOVE Assistant salary for two years.	01/01/2016-12/31/2017	Salary and benefits
	\$159,204.38			

Required Attachments

Attachment	Description	File Name	Type	File Size
A detailed copy of your agency's organizational chart (REQUIRED)	FY16 CPD Org Chart: DOVE Unit and Upper Management specified	CPD Org Chart 100115 - DOVE.pdf	pdf	124 KB
Your agency's procurement (purchasing) policy (if Applicable)	Rules for Purchasing	Rules for Purchasing.pdf	pdf	311 KB
Your agency's mileage reimbursement policy (if Applicable)				
Job descriptions and last Pay Stub for personnel involved in this proposed project (REQUIRED)	Job Description & 9/18/15 Pay Stubs	2015 DOVE Job Description & Pay Stubs.pdf	pdf	537 KB
Your agency's profit/loss statement from the past two (2) years recently completed for your agency as a whole) (If Applicable)				
Your Agency Budget (Current) REQUIRED	FY16 Budget Document: Grant total has been broken down	FY16 PD Budget Doc.pdf	pdf	374 KB
Your Agency Budget (Past) two (2) years REQUIRED	FY14 & FY15 Budget Doc: Grant total has been broken down	FY14-FY15 PD Budget Doc.pdf	pdf	724 KB
A list of your organization's Board of Directors (if Applicable)				
Documentation of Nonprofit Status and two (2) years of 990's (if Applicable)				
Letters of Collaboration (REQUIRED)	FY16-FY17 Memorandum of Agreement	FY16-FY17 Memo of Agreement.pdf	pdf	1.9 MB
Copy of Contractual Agreement to be used (if applicable)				

Other Attachments

File Name	Description	File Size
Appendix 1 - Columbia Police Department Domestic Violence Statistics - 2015 report.pdf (212 KB)	Appendix 1 Columbia Police Department Domestic Violence Statistics	212 KB
Appendix 2 pdf - CPD Family Services Unit (DOVE) Training Log updated September 2015.pdf (135 KB)	Appendix 2 Family Services Unit (DOVE) Training Log	135 KB

Appendix 3 - DOVE protocols - signed September 2015.pdf (4.2 MB)	Appendix 3 DOVE Protocols	4.2 MB
Appendix 4 - DOVE victim Satisfaction Survey (newest version).pdf (299 KB)	Appendix 4 DOVE victim satisfaction survey	299 KB
Appendix 5 - DOVE cover letter - signed September 2015.pdf (63 KB)	Appendix 5 DOVE Cover Letter	63 KB
Appendix 7 - Boone County Sheriff's Department DV numbers.pdf (85 KB)	Appendix 7 Boone County Sheriff's Department DV numbers	85 KB
FY16-17 REVISED Budget Calc Documentation.pdf (42 KB)	Appendix 8: Revised Budget Document Calculation	42 KB
Grant Breakdown for DOVE Grant-2016.pdf (38 KB)	Appendix 9: Grant Breakdown Information	38 KB

STOP Certification

I certify that the agency has complied with the requirements of the Violence Against Women and Department of Justice Reauthorization Act of 2005 during the course of developing this application for grant funds by consulting with victim service programs to ensure that the proposed services and activities are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Consultation with Victim Services Yes

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance that the agency has consulted with a community victim service agency before submitting this application.

Title: City Manager
Authorized Official Name: Michael Matthes
Agency Type Law Enforcement
Date: 09/18/2015

Audit Requirements

Date last audit was completed:* January 22, 2015
Date(s) covered by last audit:* 10-01-13 thru 09-30-14
Last audit performed by:* McGladrey LLP
Phone number of auditor:* 816-751-4027
Date of next audit:* December 2015
Date(s) to be covered by next audit:* 10-01-14 thru 09-30-15
Next audit will be performed by:* McGladrey LLP

Total amount of financial assistance received from all entities, including the Missouri Department of Public Safety, during the date(s) covered by your agency's last audit, as indicated above.

*The **Federal Amount** refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.*

*The **State Amount** refers to funds received directly from the State of Missouri, not including federal pass-thru funds.*

Federal Amount:* \$8,277,278.00
State Amount:* \$482,641.00

Application Certified Assurances

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

2016-2017 STOP VAWA Certified Assurances

I am aware that failure to comply with any of the Certified Assurances and/or Confidential Funds Certifications, if applicable, could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance.

**I have read and agree to the
terms and conditions of the
grant. *** **Yes**

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.

Title:* City Manager City of Columbia, MO

Authorized Official Name:* Michael Matthes

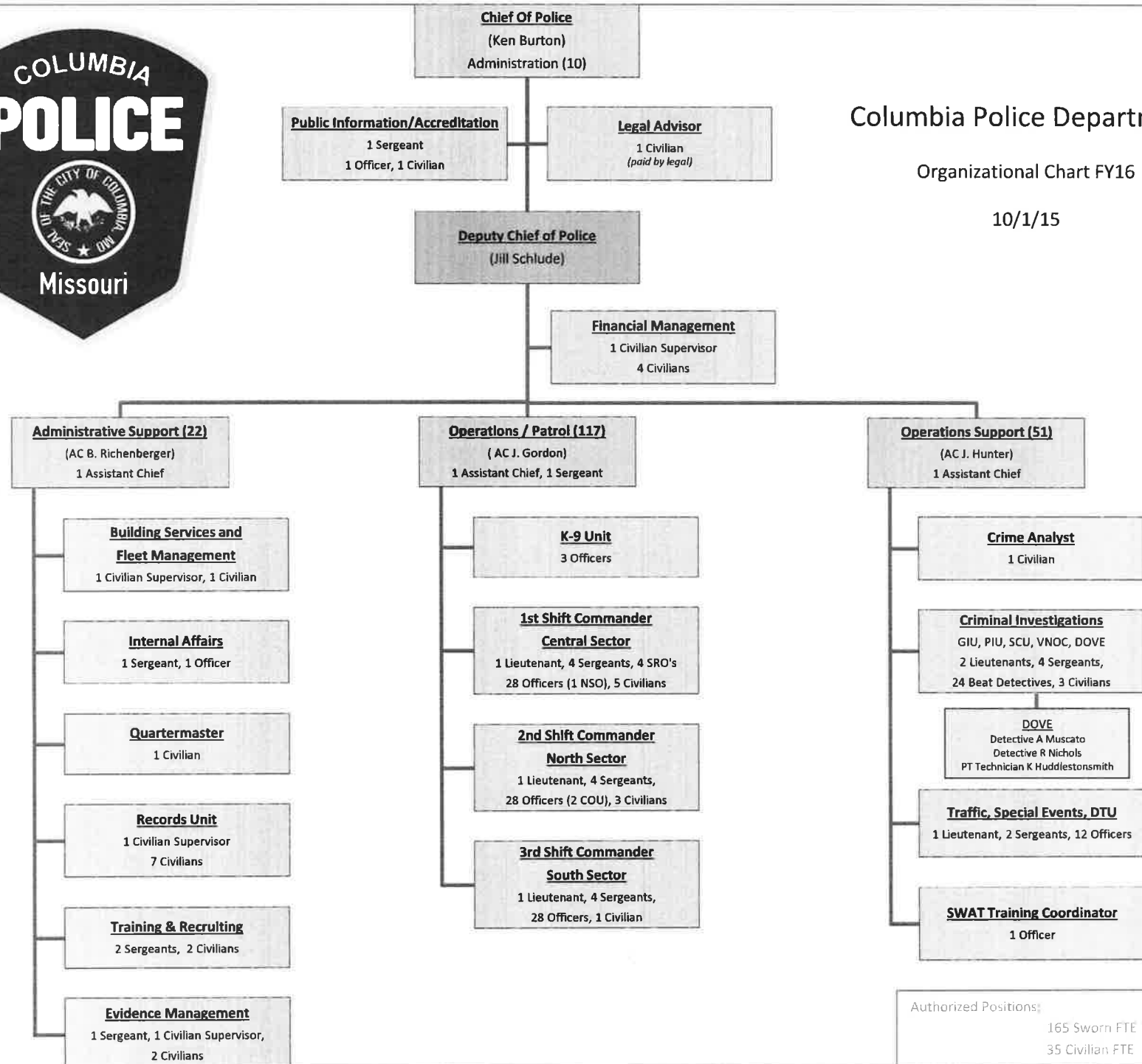
Date:* 09/18/2015



Columbia Police Department

Organizational Chart FY16

10/1/15



Sec. 2-210. - Authority of purchasing agent.

The purchasing agent has authority to:

- (1) Enter into contracts on behalf of the city as provided in this chapter;
- (2) Document specifications for supplies, materials and equipment;
- (3) Conduct competitive bidding processes and requests for proposals processes;
- (4) Inspect all supplies, materials and equipment purchased through the purchasing division to determine quality, quantity and conformance with specifications;
- (5) Supervise the transfer of supplies, materials and equipment between departments;
- (6) Dispose of surplus city supplies, materials and equipment as provided in this chapter; and
- (7) Perform any other functions assigned by the city manager or the director of finance.

(Code 1964, § 2.700; Ord. No. 18178, § 1, 7-19-04)

ARTICLE X. - PURCHASING

FOOTNOTE(S):

--- (17) ---

Editor's note—Ord. No. 18178, § 2, adopted July 19, 2004, repealed former Art. X, in its entirety, and enacted provisions designated as a new Art. X to read as herein set out. Prior to inclusion of Ord. No. 18178, Art. X pertained to similar subject matter and derived from Code 1964, §§ 2.760, 2.770, 2.710, 2.720, 2.730, 2.740, 2.750, 2.780, 2.785, 2.787, 2.790, 2.795, 2.797; Ord. No. 10249, § 1, 8-6-84; Ord. No. 10789, § 1(2.797), 11-18-85; Ord. No. 12044, § 1, 10-3-88; Ord. No. 13511, § 1, 11-16-92; Ord. No. 14459 § 1, 4-17-95; Ord. No. 15267, § 1, 6-16-97; Ord. No. 15991, § 1, 5-3-99. See also the Code Comparative Table.

Cross reference— Powers and duties of finance director generally, § 2-208.

Sec. 2-458. - Scope of article; rules and procedures.

- (a) This article delegates authority to the city manager and the purchasing agent to contract for the purchase of supplies, materials, equipment and services. It does not impose procedural limitations on the city council or otherwise limit the power of the city council to contract for the purchase of supplies, materials, equipment and services.
 - (b) The director of finance is authorized to establish rules and procedures for the purchasing division.
- (Ord. No. 18178, § 2, 7-19-04)

Sec. 2-459. - Authority of purchasing agent to contract.

- (a) Subject to the provisions of this article, the purchasing agent is authorized to contract for the purchase of supplies, materials, equipment and services for which appropriated funds are available.
- (b) Subject to the competitive bidding provisions of this article, when appropriated funds are available, the purchasing agent is authorized to contract for any project that fits into any of the following categories:
 - (1) Ordinary maintenance of public improvements,
 - (2)

Construction, upgrade or relocation of electric distribution lines less than sixty-nine (69) KV that is estimated to cost less than five hundred thousand dollars (\$500,000.00) and that does not require the exercise of the power of eminent domain, and

- (3) Construction, upgrade or relocation of water distribution mains sixteen (16) inches or less in diameter that is estimated to cost less than one hundred thousand dollars (\$100,000.00) and that does not require the exercise of the power of eminent domain.

Public improvement projects falling within any of these categories may be contracted for under this subsection without following the public improvement process of Chapter 22. However, special assessment tax bills shall not be issued for any public improvement unless the public improvement process of Chapter 22 has been followed.

If a project with a cost limitation is bid under this subsection and the bid of the lowest and best, responsive and responsible bidder is for more than the authorized amount, the contract may be entered into only with the specific authorization of the city council.

The total amount of all change orders executed in connection with any contract for capital or public improvements authorized by this article shall not exceed fifteen (15) percent of the contract price without the written approval of the city manager.

- (c) When appropriated funds are available, the purchasing agent may contract for emergency work on public improvements and for repairs of public improvements requiring prompt attention without following the competitive bidding provisions of this article.

(Ord. No. 18178, § 2, 7-19-04; Ord. No. 20880, § 1, 2-21-11)

Sec. 2-460. - Bids and requests for proposals required; exceptions.

- (a) Except as otherwise provided in this article, all contracts for purchases of supplies, materials, equipment and services which have not been specifically authorized by the city council shall be entered into only after a competitive bidding process or a request for proposals process.
- (b) The purchasing agent may enter into contracts for emergency purchases without following a competitive bidding process or a request for proposals process. "Emergency purchases" are purchases necessitated by nonrecurring emergency situations posing a substantial danger to the health, safety and welfare of the citizens or of a risk of substantial financial loss to the city unless the required supplies, materials, equipment or services are obtained as expeditiously as possible. The department head requesting an emergency purchase shall certify that the purchase is an emergency within the meaning of this section by a memorandum which sets forth the nature of the emergency. If the purchasing agent and the department head do not agree that the proposed purchase is an emergency purchase, the matter shall be referred to the city manager for final decision.
- (c) The purchasing agent may enter into contracts with sole source suppliers and governmental entities without following a competitive bidding process or a request for proposals process. "Sole source suppliers" are suppliers of supplies, materials, equipment or services which are unique or which are not available from more than one (1) competitive source in the normal course of business. The purchasing agent shall certify in writing that each purchase from a sole source supplier under this subsection meets the requirements of this subsection.
- (d) The city manager may enter into contracts for professional and other services without following a competitive bidding process or a request for proposals process when factors such as prior experience, skills, education, local knowledge or unique knowledge are considerations in selecting the

contractor. The city manager may waive attorney conflicts of interest if the manager determines that the waiver is in the city's interest. This subsection shall not apply to contracts for auditing services for the annual fiscal audit or to contracts for architectural, engineering and land surveying services.

- (e) The purchasing agent may enter into contracts for specialized services relating to art conservation, restoration, archiving and installation without following a competitive bidding process or a request for proposals process when the required services are not widely available and when factors such as experience and local knowledge play an important role. The department head requesting these services shall document and certify that the proposed contract meets the requirements of this subsection.
 - (f) The city manager and purchasing agent are encouraged to pursue informal bidding and requests for proposals in the above categories of exceptions whenever time and business conditions permit.
- (Ord. No. 18178, § 2, 7-19-04; Ord. No. 19271, § 1, 10-16-06; Ord. No. 20880, § 1, 2-21-11)

Sec. 2-461. - No contract to exceed five years.

The purchasing agent has no authority to contract for the purchase of any supplies, materials, equipment or services for a term exceeding five (5) years. The purchasing agent has no authority to extend the term of any contract for the purchase of any supplies, materials, equipment or services so that the length of the original term plus all extended terms exceeds five (5) years and three (3) months.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-463. - Sale of surplus material.

- (a) A department head having charge of any surplus, obsolete or unused supplies, materials or equipment may request the purchasing agent to dispose of the property. The purchasing agent is authorized to sell the property in any form of open market competition to the highest bidder. The purchasing agent may set a minimum sale price and may reject any bid that, in the purchasing agent's judgment, is not a fair sale price.
- (b) The purchasing agent, with the approval of the city manager, is authorized to sell any surplus, obsolete or unused supplies, materials or equipment to any governmental entity without open market competition.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-466. - Bidding process; contracts for fifteen thousand dollars or more.

- (a) Except as otherwise provided in this article, the purchasing agent shall not contract for the purchase of any supplies, materials, equipment or services costing fifteen thousand dollars (\$15,000.00) or more unless the bidding process of this section has been followed.
- (b) The purchasing agent shall advertise for sealed bids in a newspaper of general circulation in the city at least five (5) days before the time set for opening bids. All bids must be sealed and addressed to the purchasing division and must be received by the purchasing division by 2:00 p.m. on the day specified in the advertisement for bids. The bids shall be opened by the purchasing agent at the purchasing agent's office between 2:00 p.m. and 5:00 p.m. on the day the bids are due, if practicable. If not practicable, then the bids shall be opened on the earliest day thereafter that the purchasing agent is able to open the bids. The purchasing agent may require bidders to deposit a cashier's check or a certified check drawn on a solvent financial institution or a surety bond in an amount not less than five (5) percent of the bid. The deposit shall be forfeited to the city if the successful bidder fails or refuses to execute the contract.

- (c) The purchasing agent may use an electronic bidding system if the system is secure and allows the bids to be opened only at the time designated for bid opening.
- (d) The purchasing agent, after consulting with all affected departments and subject to the provisions of subsection (e), may reject any or all bids, may award the contract to the bidder that is, in the judgment of the purchasing agent, the lowest and best, responsive and responsible bidder, or may split the award between two (2) or more bidders if, in the judgment of the purchasing agent, it is in the best interest of the city to split the award.
- (e) Before taking any action on bids, the purchasing agent shall inform all affected departments of the purchasing agent's proposed action. The head of any affected department who disagrees with the purchasing agent's proposed action may inform the purchasing agent and the head of any other affected department of the disagreement. If, after conferring on the matter, the purchasing agent and the heads of all affected departments are unable to agree on an appropriate action on the bids, the matter shall be referred to the city manager for final decision.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-467. - Bidding process; contracts for five thousand dollars or more but less than fifteen thousand dollars.

- (a) Except as otherwise provided in this article, the purchasing agent shall not contract for the purchase of any supplies, materials, equipment or services costing five thousand dollars (\$5,000.00) or more but less than fifteen thousand dollars (\$15,000.00) unless the bidding process of this section or the bidding process of section 2-466 has been followed.
- (b) The purchasing agent shall solicit by telephone, written notice or otherwise at least three (3) bids, if three (3) independent vendors are available.
- (c) Bids shall be awarded or rejected as provided in section 2-466.
- (d) The purchasing agent shall keep a record of all solicitations made under this section.

(Ord. No. 18178, § 2, 7-19-04; Ord. No. 21577, § 1, 1-22-13)

Sec. 2-468. - Contracts for less than five thousand dollars.

The purchasing agent may contract for the purchase of any supplies, materials, equipment or services costing less than five thousand dollars (\$5,000.00) by following the provisions of section 2-467 or by making open market purchases from vendors with proven ability to furnish supplies, materials, equipment and services at the lowest and best price.

(Ord. No. 18178, § 2, 7-19-04; Ord. No. 21577, § 1, 1-22-13)

Sec. 2-470. - Plans, specifications and descriptions to be kept by purchasing agent.

When calling for bids, the purchasing agent shall keep on file the plans, specifications or descriptions of the article or service to be purchased. These plans, specifications or descriptions shall be available for public inspection. The purchasing agent may require a deposit for the return of plans or specifications taken from the office. The deposit shall not exceed the reasonable cost of preparing the plans or specifications.

(Ord. No. 18178, § 2, 7-19-04)

Sec. 2-471. - Requests for proposals.

The purchasing agent may authorize a request for proposals process instead of a bidding process whenever the purchase of supplies, materials, equipment or services may be facilitated by such a process.

(Ord. No. 18178, § 2, 7-19-04)

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Columbia MISSOURI

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Human Resources Contact Information

Note to Permanent City of Columbia employees: [Click Here](#) if you need to update your contact information.

2015 Pay Grid for Temporary Positions

FY 2015 Pay Grid for Permanent Positions

Police Officer

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

Position Details

Position Information

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Position Title	Police Officer
Job Code	03001
Pay Grade	F5
FLSA	Non-Exempt

Job Description Summary

This position performs responsible law enforcement work partnering with the community in the prevention, detection, and investigation of criminal acts; the apprehension and

arrest of law violators; and the safeguarding of lives and property.

- Patrol assigned areas of the City, perform security checks on buildings and residences, and take appropriate action with regard to suspicious activity.

- Respond to calls for service and investigate reported criminal acts, domestic disturbances, and public nuisances and civil matters. Interview victims, witnesses, and suspects; review and study evidence; and conduct searches and surveillance.

Essential Job Functions

- Give testimony in court.

- Patrol city roadways, enforce traffic ordinances, direct traffic and investigate traffic accidents.

- Serve warrants, make forcible arrests; search, book and transport prisoners.

- Operate police vehicles and use weapons and special equipment.

- Write and enter accurate and detailed reports concerning law enforcement activities. Complete forms, maintain logs, and correct reports taken on calls for service.

- Participate in special events, special police programs and units.

Ancillary Job Functions

- Maintain best practices and standards of police work.

- Maintain awareness of current criminal investigations and research new developments in law enforcement investigations.

- Perform other related duties as assigned.

- Must be 21 years of age by date of hire.

- 60 or more credit hours from an accredited college; OR 30 or more credit hours from an accredited college AND two years federal active duty military service with an honorable discharge or in good standing with reserve status; OR 30 or more credit hours from an accredited college AND a minimum of two years of employment as a full-time certified peace officer (at least 30 hours per week average). College credit in Criminal Justice or related field preferred.

- Missouri POST certification (Class A Peace Officer License).

Education and Experience - An equivalent combination of education, training and

experience will be considered

- Must maintain a valid Missouri driver's license and safe driving record.
- Must maintain CPR certification.
- Must reside within a 30 mile radius of the Columbia Police Dept. within 30 days of hire.
- Must complete and submit an official Columbia Police Dept. background questionnaire and pass extensive background investigation; no serious criminal record (determined by nature of violation).
- Knowledge of legal studies, including case law, statutory law, and constitutional law.
- Knowledge of various computer programs and basic legal terminology.
- Knowledge of basic law enforcement procedures and protocols.
- Excellent communication skills, including de-escalation techniques and crisis intervention.
- Ability to interact with citizens from a variety of cultural and ethnographic backgrounds in stressful and dangerous encounters.
- Excellent customer service skills
- Excellent written and verbal communication skills.

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position

- Ability to collect necessary information from citizens and write reports from limited information
- Ability to operate police vehicles and acquire proficiency in the use of all approved police weapons and equipment.
- Ability to administer accident scene assistance/first aid and establish traffic control/police protection as needed.
- Ability to work with little or no supervision in a high-stress environment.
- Ability to render credible testimony in court.
- Demonstrated mental/physical health as required by job functions.
- Demonstrated sound judgment, stress tolerance, decisiveness, leadership, interpersonal insight, and persuasiveness.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job

- Demonstrated knowledge of defensive tactics including unarmed combatants.
- May be required to work in confined spaces, hazardous traffic conditions, high/dangerous places or life threatening situations.
- May be exposed to inclement outdoor weather, wet/humid conditions, vibration, airborne particles/fumes, moving mechanical parts, risk of electrical shock, loud noise levels, potentially hazardous bodily fluids, or potentially hazardous or cancer-causing agents/chemicals.
- May be required to wear a respirator in certain situations.
- Must be able to sit, talk, and listen for extended periods of time.
- Must be able to feel attributes of objects, grasp, push, drive, stand, walk, reach with hands/arms, stoop/crouch, climb/balance, and operate mechanical equipment.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
- Must be able to have repetitive wrist, hand, or finger movement to type and work on computer and/or related equipment.
- Must be able to engage in foot pursuits/effect forcible arrests.
- Must demonstrate ability to meet all physical standards by successfully passing physical exam.
- May be required to lift 100 pounds or more.
- Regular attendance is a necessary and essential function.

Supervision Exercised

None.

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Columbia Police Department
Internal Job Description / Requirements
DOVE Investigator

DEPARTMENT / DIVISION: Police

Work is performed under the general supervision of a Police Sergeant. This is responsible law enforcement work involving the prevention, detection, and investigation of criminal acts, the apprehension and arrest of law violators, and the safeguarding of lives and property. Must complete the required training for certification and be certified as eligible for employment as a peace officer in the State of Missouri before assuming the duties of Police Officer with the City of Columbia.

SUPERVISION RESPONSIBILITIES:

Some; the DOVE Investigator may give guidance and training to less experienced Officers, Community Service Aides, or volunteers. The DOVE Investigator will oversee and assign duties to the part time DOVE assistant as needed.

WORK PERFORMED:

Gathers and secures evidence according to applicable laws and departmental procedures; follows up on leads; locates and questions witnesses; interrogates suspects; clears cases; works closely with victims and keeps victims informed of case progress. Gathers criminal intelligence information using physical, electronic and photographic techniques. Takes latent prints; preserves processes and transports physical evidence from crime scenes; photographs crime scenes; analyzes and examines crime scene and evidence using evidence kits and materials. Prepares cases for prosecution and presentation in court; compiles evidence for court presentation; presents testimony and responds to cross-examination. Operates police vehicles; uses weapons and specialized equipment. Writes accurate and detailed reports concerning law enforcement activities; completes forms and maintains logs. Expresses information and ideas in meetings, in court, before groups or in one-on-one situations; provides information clearly and persuasively; maintains composure; prepares information before speaking in front of a group; organizes and expresses thought and information in writing in a manner that meets the needs and requirement of the intended audience. Defines problems and opportunities clearly; secures and evaluates relevant information; identifies root causes of problems; identifies underlying or hidden problems and patterns; develops logical alternative solutions based on relevant information/data; takes decisive action appropriate to the situation. May participate in special police programs and units. Performs related duties as needed or assigned.

Proposed Job Description

City of Columbia, Missouri, Human Resource Department
P.O. Box 6015, Howard Building, 600 East Broadway
Columbia, Missouri 65205-6015 573.874.7235

DOVE Assistant (Grant Funded)

	<u>Minimum</u>	<u>Maximum</u>
Hourly:	11.000	17.000
Grade:	6	Code: 006

Non-Exempt

DEPARTMENT / DIVISION: Police/Criminal Investigations Division-DOVE Unit

Work is performed under the general supervision of the Family Services Unit Sergeant within the Criminal Investigations Division. This is responsible law enforcement work involving technical, investigative and administrative work with minimal supervision. Emphasis is on providing support to DOVE Unit personnel via investigative follow up activities, technical support, database research and maintenance, as well as providing exceptional customer service through communication with crime victims, businesses and citizens.

SUPERVISION RESPONSIBILITIES:

None

WORK PERFORMED:

Coordinate communication with victims/survivors by creating and sending out the Domestic Violence Letters. Perform regular reviews of older case files for updated warrant and arrest status information. Manage the new DOVE report packets for patrol ensuring they are always available and contain the necessary documents and information. Monitor the DOVE victim satisfaction survey and compile results. Attempt phone contact with victims to conduct phone surveys to those who do not have access to a computer. Draft and send emails to officers, as directed by the DOVE detectives, requesting clarification on report information, or requests for remedial training on DOVE procedures. Other duties that may arise as needed.

PARTIAL LISTING OF MINIMUM QUALIFICATIONS:

Must have High School Diploma or equivalent. Applicants with college and/or background in Criminal Justice preferred but not required. Must be willing to work a flexible work schedule based on operational

needs. Must possess excellent interpersonal and writing skills and work well in a team environment. Ability to organize, prioritize, and plan work effectively. Ability to multi-task and determine high-priority tasks in accomplishment of daily duties. Ability to communicate clearly and accurately, both orally and in writing. Excellent work history and attendance record. Must pass extensive criminal background investigation.

Prepared 9/18/15, 9:53:30
 Program PR713L
 CITY OF COLUMBIA

Check History Listing
 Detail
 Check date range: 09/18/15 - 99/99/99

Page 1

Dp/Dv/Act: 21 62 511 POLICE DEPARTME/FAMILY SERVICES/PUBLIC SAFETY POLICE

Employee	Employee Number	Check Date	Gross Pay	With Hold	Net Pay	Advance Out	Payed Back	Dir Dep	Check Amount	Check Number
NICHOLS, RANDELL O	6514	9/18/15	2379.59	980.08	1399.51	.00	.00	1399.51	.00	
Regular	HR\$	1.00	STANDBY-WORKDAY	13.00	8.00	HOLIDAY		219.54		
	HR\$	3.00	OVERTIME PREMIUM	42.01	3.00	OVERTIME STRAIGHT		82.33		
	HR\$	72.00	REGULAR PAY	1975.92	1.00	STANDBY-WORKDAY		13.00		
	HR\$	2.75	SHIFT DIFFERENTIAL	1.79	2.00	STANDBY-WEEKEND		32.00	2379.59	HR\$
	ABT		PENSION - POLICE	83.29		DENTAL-FULL FAMILY		32.91		
	ABT		SECT132/PARKING	4.35		MED 1500-FAMILY		241.88		
	ABT		SECT125/2-MEDICAL	104.16		457 - PEBSCO		60.00		
	ABT		VISION-FULL FAMILY	13.80					540.39	ABT
	TAX		FICA MEDICARE	28.75		FICA OASDI	SOC-SEC	122.91		
	TAX		FEDERAL INCOME TAX	190.78		STATE INCOME TAX		76.00	418.44	TAX
	DED		BSC DEP LIFE PLAN2	1.25		UNION DUES-POLICE CPOA		20.00	21.25	DED
	BEN		DENTAL INSURANCE (PFT)	16.56		LONG-TERM DISABIL		6.81		
	BEN		MED 1500 FAMILY CITY	309.67		LIFE CONTRIBUTION		5.00		
	BEN		MEDICARE	28.75		POLICE PENSION		972.06		
	BEN		SOCIAL SECURITY	122.91					1461.76	BEN

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 Program PR713L
 CITY OF COLUMBIA

Check History Listing
 Detail
 Check date range: 09/18/15 - 99/99/99

Page 2

Employee	Employee Number	Check Date	Gross Pay	With Hold	Net Pay	Advance Out	Payed Back	Dir Dep	Check Amount	Check Number
*****	Grand	Totals ***	2379.59	980.08	1399.51	.00	.00	1399.51	.00	
	HRS	HOLIDAY		219.54					42.01	
	HRS	OVERTIME STRAIGHT		82.33					1975.92	
	HRS	STANDBY-WORKDAY		26.00					1.79	
	HRS	STANDBY-WEEKEND		32.00						2379.59 HRS
	ABT	457 - PEBSO		60.00					32.91	
	ABT	SECT132/PARKING		4.35					241.88	
	ABT	SECT125/2-MEDICAL		104.16					83.29	
	ABT	VISION-FULL FAMILY		13.80						540.39 ABT
	TAX	FEDERAL INCOME TAX		190.78					28.75	
	TAX	STATE INCOME TAX		76.00					122.91	418.44 TAX
	DED	BSC DEP LIFE PLAN2		1.25				SOC-SEC	20.00	21.25 DED
	BEN	DENTAL INSURANCE (PFT)		16.56					6.81	
	BEN	MED 1500 FAMILY CITY		309.67					5.00	
	BEN	MEDICARE		28.75					972.06	
	BEN	SOCIAL SECURITY		122.91						1461.76 BEN
1 Employees	1 Checks									
	1 Regular checks amount -			.00						
	0 Supplemental checks amount -			.00						
	0 Advance checks amount -			.00						
	0 Void checks amount -			.00						
	0 Manual checks amount -			.00						
	0 Replacement checks amount -			.00						

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 CITY OF COLUMBIA

Check History Listing
 Detail
 Check date range: 09/18/15 - 99/99/99

Page 1

Dp/Dv/Act: 21 62 511 POLICE DEPARTME/FAMILY SERVICES/PUBLIC SAFETY POLICE

Employee	Employee Number	Check Date	Gross Pay	With Hold	Net Pay	Advance Out	Payed Back	Dir Dep	Check Amount	Check Number
MUSCATO, ANDREW M	8368	9/18/15	2497.91	844.55	1653.36	.00	.00	1653.36	.00	
Regular	HR\$	8.00	HOLIDAY	175.44	22.00	OVERTIME PREMIUM		243.15		
	HR\$	22.00	OVERTIME STRAIGHT	482.48	72.00	REGULAR PAY		1578.96		
	HR\$	1.00	STANDBY-WORKDAY	13.00	7.50	SHIFT DIFFERENTIAL		4.88	2497.91	HR\$
	ABT		PENSION - POLICE	87.43		SECT132/PARKING		4.35		
	ABT		MED 750-EE ONLY	20.91					112.69	ABT
	TAX		FICA MEDICARE	35.85		FICA OASDI	SOC-SEC	153.30		
	TAX		FEDERAL INCOME TAX	412.41		STATE INCOME TAX		108.00	709.56	TAX
	DED		UNION DUES-POLICE CPOA	20.00		SUPP LIFE (EE)		2.30	22.30	DED
	BEN		DENTAL INSURANCE (PFT)	16.56		LONG-TERM DISABIL		5.44		
	BEN		MED \$750 EE ONLY CITY	197.30		LIFE CONTRIBUTION		5.00		
	BEN		MEDICARE	35.85		POLICE PENSION		1020.40		
	BEN		SOCIAL SECURITY	153.30					1433.85	BEN

Employee	Employee Number	Check Date	Gross Pay	With Hold	Net Pay	Advance Out	Payed Back	Dir Dep	Check Amount	Check Number
*****	Grand Totals ***		2497.91	844.55	1653.36	.00	.00	1653.36	.00	
	HR\$	HOLIDAY		175.44					243.15	
	HR\$	OVERTIME STRAIGHT		482.48					1578.96	
	HR\$	STANDBY-WORKDAY		13.00					4.88	2497.91 HR\$
	ABT	SECT132/PARKING		4.35					20.91	
	ABT	PENSION - POLICE		87.43						112.69 ABT
	TAX	FEDERAL INCOME TAX		412.41					35.85	
	TAX	STATE INCOME TAX		108.00				SOC-SEC	153.30	709.56 TAX
	DED	UNION DUES-POLICE CPOA		20.00					2.30	22.30 DED
	BEN	DENTAL INSURANCE (PFT)		16.56					5.44	
	BEN	MED \$750 EE ONLY CITY		197.30					5.00	
	BEN	MEDICARE		35.85					1020.40	
	BEN	SOCIAL SECURITY		153.30						1433.85 BEN
1 Employees	1 Checks									
	1 Regular checks amount -			.00						
	0 Supplemental checks amount -			.00						
	0 Advance checks amount -			.00						
	0 Void checks amount -			.00						
	0 Manual checks amount -			.00						
	0 Replacement checks amount -			.00						

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CITY OF COLUMBIA

Check History Listing
Detail
Check date range: 09/18/15 - 99/99/99

Page 1

Dp/Dv/Act: 21 62 511 POLICE DEPARTME/FAMILY SERVICES/PUBLIC SAFETY POLICE

Employee	Employee Number	Check Date	Gross Pay	With Hold	Net Pay	Advance Out	Payed Back	Dir Dep	Check Amount	Check Number
HUDDLESTONSMITH, KATIE	14115	9/18/15	581.00	69.92	511.08	.00	.00	511.08	.00	
Regular	HR\$ 41.50	REGULAR PAY		581.00						581.00 HR\$
	TAX	FICA MEDICARE		8.42		FICA OASDI	SOC-SEC		36.02	
	TAX	FEDERAL INCOME TAX		18.48		STATE INCOME TAX			7.00	69.92 TAX
	BEN	MEDICARE		8.42		SOCIAL SECURITY			36.02	44.44 BEN

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Program PR713L
CITY OF COLUMBIA

Check History Listing
Detail
Check date range: 09/18/15 - 99/99/99

Page 2

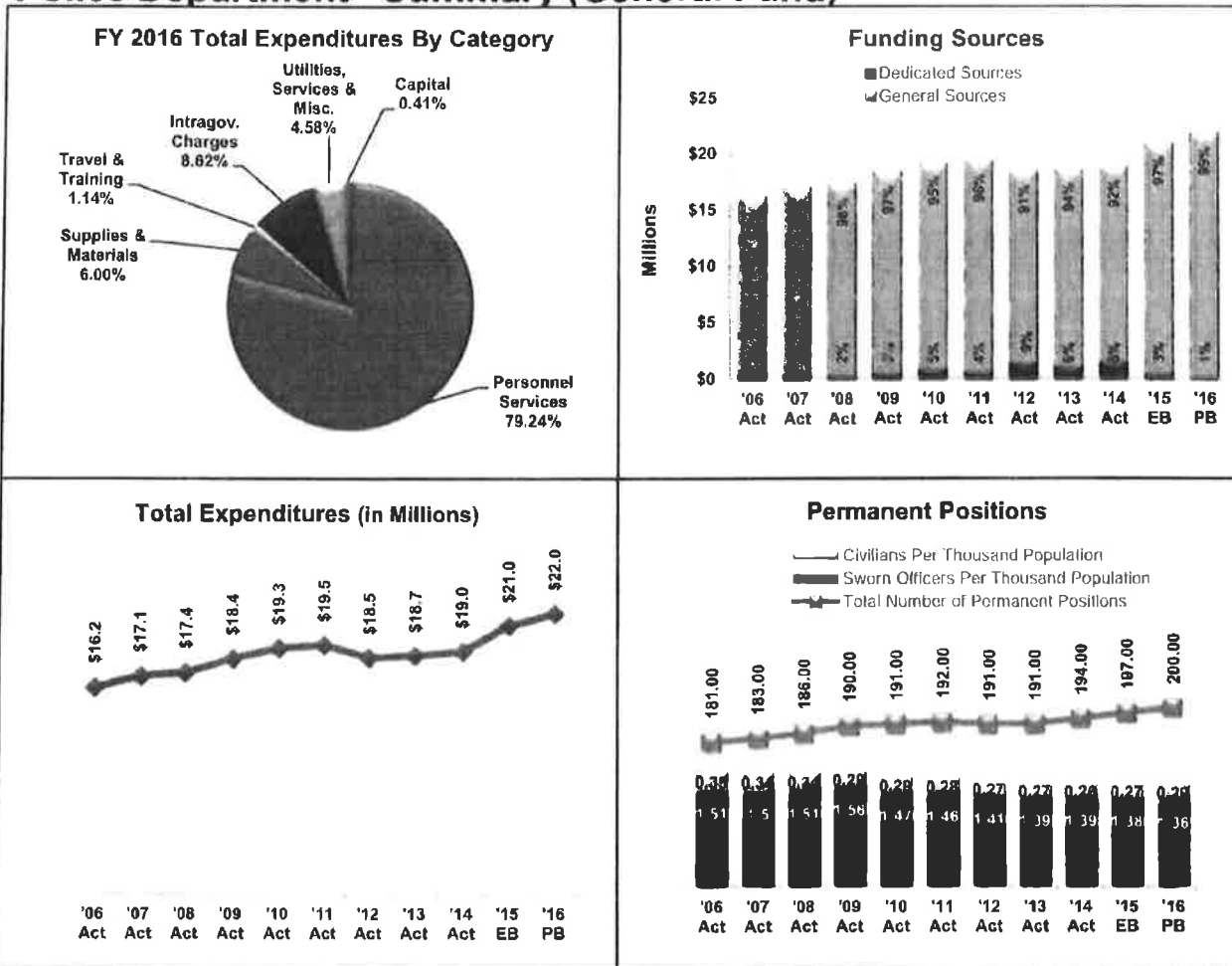
Employee	Employee Number	Check Date	Gross Pay	With Hold	Net Pay	Advance Out	Payed Back	Dir Dep	Check Amount	Check Number
*****	Grand Totals ***		581.00	69.92	511.08	.00	.00	511.08	.00	
	HR\$	REGULAR PAY		581.00						581.00 HRS
	TAX	FEDERAL INCOME TAX		18.48		FICA MEDICARE			8.42	
	TAX	STATE INCOME TAX		7.00		FICA OASDI	SOC-SEC		36.02	69.92 TAX
	BEN	MEDICARE		8.42		SOCIAL SECURITY			36.02	44.44 BEN
1 Employees	1 Checks									
	1 Regular checks amount -			.00						
	0 Supplemental checks amount -			.00						
	0 Advance checks amount -			.00						
	0 Void checks amount -			.00						
	0 Manual checks amount -			.00						
	0 Replacement checks amount -			.00						

Police Department (General Fund)



*City of Columbia
Columbia, Missouri*

Police Department - Summary (General Fund)



Appropriations (Where the Money Goes)

	Actual FY 2014	Adj. Budget FY 2015	Estimated FY 2015	Proposed FY 2016	% Change 16/15EB	% Change 16/15B
Personnel Services	\$15,286,092	\$16,789,911	\$16,513,552	\$17,396,879	5.3%	3.6%
Supplies & Materials	\$1,380,216	\$1,373,281	\$1,356,485	\$1,317,544	(2.9%)	(4.1%)
Travel & Training	\$227,257	\$290,507	\$288,925	\$250,500	(13.3%)	(13.8%)
Intragov. Charges	\$938,512	\$1,539,073	\$1,539,073	\$1,893,173	23.0%	23.0%
Utilities, Services & Misc.	\$846,347	\$882,775	\$869,738	\$1,005,359	15.6%	13.9%
Capital	\$303,893	\$436,036	\$436,036	\$90,000	(79.4%)	(79.4%)
Other	\$0	\$0	\$0	\$0		
Total	\$18,982,317	\$21,311,583	\$21,003,809	\$21,953,455	4.5%	3.0%

Summary

Operating Expenses	\$18,678,424	\$20,875,547	\$20,567,773	\$21,863,455	6.3%	4.7%
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$303,893	\$436,036	\$436,036	\$90,000	(79.4%)	(79.4%)
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$18,982,317	\$21,311,583	\$21,003,809	\$21,953,455	4.5%	3.0%

Funding Sources (Where the Money Comes From)

Other Local Taxes: Gasoline Tax	\$963,595	\$0	\$0	\$0		
Grants	\$292,932	\$231,861	\$277,460	*\$78,359*	(71.8%)	(66.2%)
Other Local Rev (Incl. School Dist Reimb)	\$341,959	\$213,355	\$276,003	\$193,655	(29.8%)	(9.2%)
Dedicated Sources	\$1,598,486	\$445,216	\$553,463	\$272,014	(50.9%)	(38.9%)
General Sources	\$17,383,831	\$20,866,367	\$20,450,346	\$21,681,441	6.0%	3.9%
Total Funding Sources	\$18,982,317	\$21,311,583	\$21,003,809	\$21,953,455	4.5%	3.0%

*Anticipated FY16 VAWA Grant Award

Police Department - Summary

110-21

Description

The Police Department serves as the primary law enforcement agency for the City. Its mission is to be a model police organization in partnership with our customers, operating in a participative, team based environment to deliver quality community oriented services in a proactive and efficient manner.

Department Objectives

To build upon our effective law enforcement tradition; To establish partnerships to achieve a safer community; To use innovative technology to maximize our performance; To provide a rewarding work environment and invest in personnel development; To communicate effectively, both internally and externally; To apply intelligence-led policing to deploy resources and assess effectiveness; To promote accountability through geographic based policing; To effectively and efficiently use our available resources.

Highlights / Significant Changes

- Personnel increases for FY 2016 reflect the addition of three civilian positions; a public information specialist, a crime scene investigator, and a police trainer. The addition of these positions allows three police officer spots to be redirected elsewhere in the department, maximizing the amount of officers available for sworn duties. The other source of increase in the personnel area is due to City Manager's recommended 2% across the board pay increase, along with moving employees* to new minimums and the time in classification adjustment equal to 20% of the difference between current pay and the pay range midpoint for those in their current classifications for 5 yrs or more.

Highlights / Significant Changes (cont)

- Intragovernmental Charges for FY 2016 increased 23% due to adding Mobile Data Terminals (MDT's) to automatic replacement plan and a 21% increase in IT fees for Munis/Kronos/Advanced system.
- Capital for FY 2016 decreased 79% due to additional items purchased in FY 2015 and not requested/funded in FY 2016.
- In FY 2015 the Police Department purchased a new Records Management System using Capital Improvement Funding. This new system is set to be implemented and fully functional during FY 2016. This new system is replacing a 22 year old system that is outdated, cumbersome and difficult to use. This new system (once implemented) will help streamline processes and allow for more efficient use of time by police department employees.

Authorized Personnel by Division

	Actual FY 2014	Adj. Budget FY 2015	Estimated FY 2015	Proposed FY 2016	Position Changes
Administration	9.00	8.00	8.00	10.00	2.00
Administrative Support Services	22.00	24.00	24.00	22.00	(2.00)
Operations	120.00	114.00	114.00	114.00	
Operations Support Services	43.00	51.00	51.00	54.00	3.00
Total Personnel	194.00	197.00	197.00	200.00	3.00
Permanent Full-Time	194.00	197.00	197.00	200.00	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	194.00	197.00	197.00	200.00	3.00
Sworn Officer Positions	163.00	165.00	165.00	165.00	
Civilian Positions	31.00	32.00	32.00	35.00	3.00
Total Positions	194.00	197.00	197.00	200.00	3.00

Police Department

Budget Detail by Division

	Actual FY 2014	Adj. Budget FY 2015	Estimated FY 2015	Proposed FY 2016	% Change 16/15EB	% Change 16/15B
Administration:						
Personnel Services	\$856,545	\$831,906	\$904,270	\$1,020,686	12.9%	22.7%
Supplies and Materials	\$37,399	\$37,875	\$37,898	\$27,675	(27.0%)	(26.9%)
Travel and Training	\$21,399	\$22,500	\$22,500	\$22,500	0.0%	0.0%
Intragovernmental Charges	\$926,087	\$1,518,016	\$1,518,016	\$1,889,711	24.5%	24.5%
Utilities, Services, & Misc.	\$37,548	\$43,418	\$40,819	\$46,910	14.9%	8.0%
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$1,878,978	\$2,453,715	\$2,523,503	\$3,007,482	19.2%	22.6%
Operations:						
Personnel Services	\$8,793,089	\$9,411,033	\$9,286,180	\$9,856,779	6.1%	4.7%
Supplies and Materials	\$829,175	\$910,417	\$881,432	\$902,300	2.4%	(0.9%)
Travel and Training	\$104,873	\$115,111	\$115,506	\$95,000	(17.8%)	(17.5%)
Intragovernmental Charges	\$0	\$9,057	\$9,057	\$0	(100.0%)	(100.0%)
Utilities, Services, & Misc.	\$302,412	\$326,231	\$317,446	\$376,220	18.5%	15.3%
Capital	\$258,647	\$208,367	\$208,367	\$90,000	(56.8%)	(56.8%)
Other	\$0	\$0	\$0	\$0		
Total	\$10,288,196	\$10,980,216	\$10,817,988	\$11,320,299	4.6%	3.1%
Administrative Support:						
Personnel Services	\$1,565,955	\$1,683,092	\$1,598,674	\$1,559,091	(2.5%)	(7.4%)
Supplies and Materials	\$277,769	\$191,739	\$191,739	\$170,911	(10.9%)	(10.9%)
Travel and Training	\$27,594	\$42,500	\$42,530	\$42,500	(0.1%)	0.0%
Intragovernmental Charges	\$12,425	\$12,000	\$12,000	\$3,462	(71.2%)	(71.2%)
Utilities, Services, & Misc.	\$335,706	\$344,533	\$344,811	\$411,755	19.4%	19.5%
Capital	\$45,121	\$36,000	\$36,000	\$0	(100.0%)	(100.0%)
Other	\$0	\$0	\$0	\$0		
Total	\$2,264,570	\$2,309,864	\$2,225,754	\$2,187,719	(1.7%)	(5.3%)
Operations Support:						
Personnel Services	\$4,070,503	\$4,863,880	\$4,724,428	\$4,960,323	5.0%	2.0%
Supplies and Materials	\$235,873	\$233,250	\$245,416	\$216,658	(11.7%)	(7.1%)
Travel and Training	\$73,391	\$110,396	\$108,389	\$90,500	(16.5%)	(18.0%)
Intragovernmental Charges	\$0	\$0	\$0	\$0		
Utilities, Services, & Misc.	\$170,681	\$168,593	\$166,662	\$170,474	2.3%	1.1%
Capital	\$125	\$191,669	\$191,669	\$0	(100.0%)	(100.0%)
Other	\$0	\$0	\$0	\$0		
Total	\$4,550,573	\$5,567,788	\$5,436,564	\$5,437,955	0.0%	(2.3%)
Department Totals						
Personnel Services	\$15,286,092	\$16,789,911	\$16,513,552	\$17,396,879	5.3%	3.6%
Supplies and Materials	\$1,380,216	\$1,373,281	\$1,356,485	\$1,317,544	(2.9%)	(4.1%)
Travel and Training	\$227,257	\$290,507	\$288,925	\$250,500	(13.3%)	(13.8%)
Intragovernmental Charges	\$938,512	\$1,539,073	\$1,539,073	\$1,893,173	23.0%	23.0%
Utilities, Services, & Misc.	\$846,347	\$882,775	\$869,738	\$1,005,359	15.6%	13.9%
Capital	\$303,893	\$436,036	\$436,036	\$90,000	(79.4%)	(79.4%)
Other	\$0	\$0	\$0	\$0		
Total	\$18,982,317	\$21,311,583	\$21,003,809	\$21,953,455	4.5%	3.0%

Police Department

Authorized Positions by Division

	Actual FY 2014	Adj. Budget FY 2015	Estimated FY 2015	Proposed FY 2016	Position Changes
Administration:					
3007 - Police Chief	1.00	1.00	1.00	1.00	
3006 - Deputy Police Chief	1.00	1.00	1.00	1.00	
3002 - Police Sergeant	2.00	1.00	1.00	1.00	
3000/3001 - Police OIT/Police Officer	2.00	2.00	2.00	1.00	(1.00)
4802 - Public Information Specialist	0.00	0.00	0.00	1.00	1.00
1400 - Administrative Technician **	1.00	1.00	1.00	2.00	1.00
1008 - Senior Administrative Supr.	1.00	1.00	1.00	1.00	
1006 - Senior Admin Support Asst. *	1.00	1.00	1.00	2.00	1.00
Total Personnel	9.00	8.00	8.00	10.00	2.00
Permanent Full-Time	9.00	8.00	8.00	10.00	2.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	9.00	8.00	8.00	10.00	2.00
Operations:					
3011 - Community Service Aide	6.00	6.00	6.00	6.00	
3009 - Station Master	3.00	3.00	3.00	3.00	
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	3.00	3.00	3.00	3.00	
3002 - Police Sergeant	13.00	12.00	12.00	12.00	
3000/3001 - Police OIT/Police Officer	94.00	89.00	89.00	89.00	
Total Personnel	120.00	114.00	114.00	114.00	
Permanent Full-Time	120.00	114.00	114.00	114.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	120.00	114.00	114.00	114.00	
Administrative Support Services:					
6102 - Stores Clerk*	0.00	1.00	1.00	1.00	
3014 - Evidence Custodian	1.00	1.00	1.00	1.00	
3013 - Property & Evidence Tech*	0.00	2.00	2.00	2.00	
3008 - Police Trainer	0.00	0.00	0.00	1.00	1.00
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	1.00	1.00	1.00	0.00	(1.00)
3002 - Police Sergeant	2.00	3.00	3.00	4.00	1.00
3000/3001 - Police OIT/Police Officer	4.00	2.00	2.00	1.00	(1.00)
2112 - Vehicle Service Coordinator	1.00	1.00	1.00	1.00	
2001 - Custodian	1.00	1.00	1.00	1.00	
1400 - Administrative Technician	2.00	2.00	2.00	0.00	(2.00)
1010 - Records Specialist*	0.00	4.00	4.00	4.00	
1009 - Records Unit Supervisor	1.00	1.00	1.00	1.00	
1006 - Senior Admin. Support Asst.*	5.00	1.00	1.00	1.00	
1005 - Administrative Support Asst	3.00	3.00	3.00	3.00	
Total Personnel	22.00	24.00	24.00	22.00	(2.00)
Permanent Full-Time	22.00	24.00	24.00	22.00	(2.00)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	22.00	24.00	24.00	22.00	(2.00)

*In FY 2015 seven Senior Administrative Support Assistants were reassigned to one Stores Clerk, four Records Specialists and two Property and Evidence Technicians.

Authorized Positions by Division

	Actual FY 2014	Adj. Budget FY 2015	Estimated FY 2015	Proposed FY 2016	Position Changes
Operations Support Services:					
3015 - Crime Analyst	1.00	1.00	1.00	1.00	
3017 - Crime Scene Investigator	0.00	0.00	0.00	1.00	1.00
3012 - Investigative Technician	0.00	1.00	1.00	1.00	
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	2.00	2.00	2.00	3.00	1.00
3002 - Police Sergeant	5.00	5.00	5.00	6.00	1.00
3000/3001 - Police OIT/Police Offcr.	30.00	40.00	40.00	40.00	
1006 - Senior Admin. Support Asst*	4.00	1.00	1.00	1.00	
Total Personnel	43.00	51.00	51.00	54.00	3.00
Permanent Full-Time	43.00	51.00	51.00	54.00	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	43.00	51.00	51.00	54.00	3.00
Department Totals					
Permanent Full-Time	194.00	197.00	197.00	200.00	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	194.00	197.00	197.00	200.00	3.00

* In FY 2015 seven Senior Administrative Support Assistants were reassigned to one Stores Clerk, four Records Specialists and two Property and Evidence Technicians.

** In FY 2016 one Administrative Technician was reassigned to a Sr. Administrative Support Assistant.

Police Fees/Charges/Fines

	Chapter/ Section	Date Last Changed	FY 2015		FY 2016	
			Fee	Effective Date	Fee	Effective Date
False alarms For the fourth and subsequent false alarms by any alarm system within a thirty (30) day period	13-258	2-5-1996	\$100 for each such false alarm	NA	\$100 for each such false alarm	NA
For the thirteenth and subsequent false alarms by any alarm system within a twelve (12) month period	13-258	2-5-1996	\$100 for each such false alarm	NA	\$100 for each such false alarm	NA

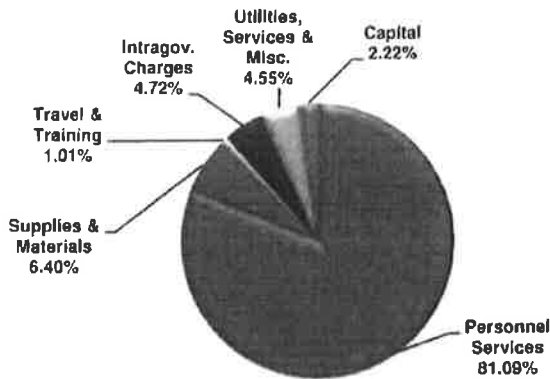
Police Department (General Fund)



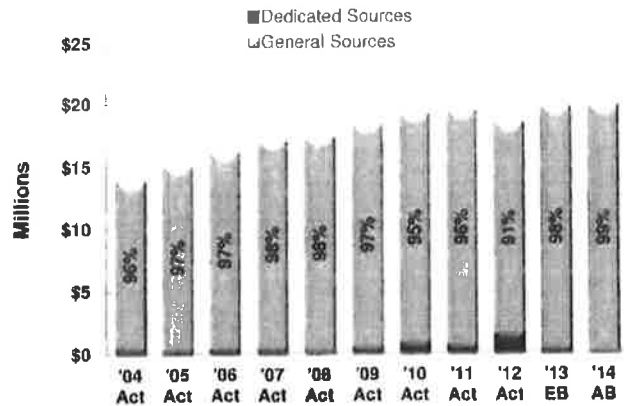
*City of Columbia
Columbia, Missouri*

Police Department - Summary (General Fund)

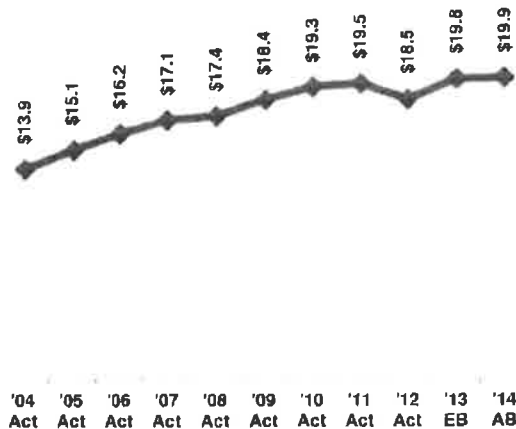
FY 2014 Total Expenditures By Category



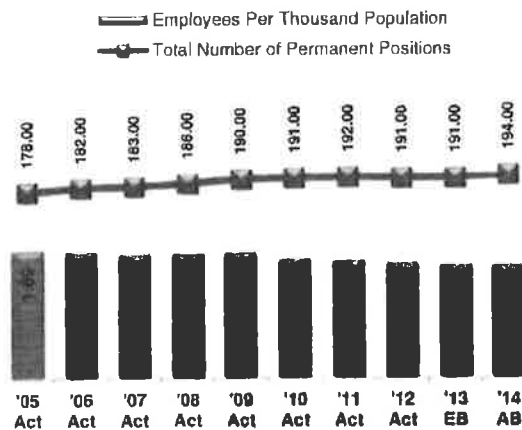
Funding Sources



Total Expenditures (in Millions)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2012	Adj. Budget FY 2013	Estimated FY 2013	Adopted FY 2014	% Change 14/13EB	% Change 14/13B
Personnel Services	\$15,600,875	\$16,010,128	\$15,981,906	\$16,111,744	0.8%	0.6%
Supplies & Materials	\$987,359	\$1,377,781	\$1,361,599	\$1,272,270	(6.6%)	(7.7%)
Travel & Training	\$169,661	\$200,499	\$216,613	\$200,500	(7.4%)	0.0%
Intragov. Charges	\$832,915	\$976,329	\$976,929	\$938,087	(4.0%)	(3.9%)
Utilities, Services & Misc.	\$862,757	\$832,332	\$767,154	\$904,798	17.9%	8.7%
Capital	\$47,875	\$592,057	\$501,878	\$441,150	(12.1%)	(25.5%)
Other	\$0	\$0	\$0	\$0		
Total	\$18,501,442	\$19,989,126	\$19,806,079	\$19,868,549	0.3%	(0.6%)

The FY 2014 increase/(decrease) over FY 2013 Original Budget of \$19,583,933 is \$284,616 or 1.5%.

Summary

Operating Expenses	\$18,453,567	\$19,397,069	\$19,304,201	\$19,427,399	0.6%	0.2%
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$47,875	\$592,057	\$501,878	\$441,150	(12.1%)	(25.5%)
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$18,501,442	\$19,989,126	\$19,806,079	\$19,868,549	0.3%	(0.6%)

Funding Sources (Where the Money Comes From)

Other Local Taxes: Gasoline Tax	\$875,003	\$0	\$0	\$0		
Grants	\$370,734	\$264,093	\$289,963	\$0	(100.0%)	(100.0%)
Other Local Rev (incl. School Dist Reimb)	\$339,903	\$224,331	\$182,221	\$193,399	6.1%	(13.8%)
Dedicated Sources	\$1,585,640	\$488,424	\$472,184	\$193,399	(59.0%)	(60.4%)
General Sources	\$16,915,802	\$19,500,702	\$19,333,895	\$19,675,150	1.8%	0.9%
Total Funding Sources	\$18,501,442	\$19,989,126	\$19,806,079	\$19,868,549	0.3%	(0.6%)

Description

The Police Department serves as the primary law enforcement agency for the City. Its mission is to be a model police organization in partnership with our customers, operating in a participative, team based environment to deliver quality community oriented services in a proactive and efficient manner.

Department Objectives

To build upon our effective law enforcement tradition; To establish partnerships to achieve a safer community; To use innovative technology to maximize our performance; To provide a rewarding work environment and invest in personnel development; To communicate effectively, both internally and externally; To apply intelligence-led policing to deploy resources and assess effectiveness; To promote accountability through geographic based policing; To effectively and efficiently use our available resources.

Highlights / Significant Changes**Strategic Priority: Health, Well-Being and Safety, Strategic Objective #1 - Keep residents and visitors to the city safe.**

- The Police Department has conducted a staffing study for the number of officers needed to allow for officers to have 1/3 of their time available for proactive policing or community policing efforts. To get to this number the department would need to add an additional 19-30 officers to the Patrol Division. The Police Department has requested 5 additional officers per year for Patrol for the upcoming 5 years to get to this goal. For FY14 the Police Department has requested a total of 12 Sworn positions (6 for Patrol) and 9 Civilian positions. However, due to budget constraints, 3 sworn positions will be added in FY14 and no civilian positions.
- Costs associated with the parking of police vehicles and employees have increased by 55% or \$56,754.
- The audit of the property room in 2012 resulted in a request for a modern barcoding system to track property in the room. The estimated cost is \$120,000 and has been included and approved as a supplemental request.
- The police department budget includes a 0.75% turnover factor due to a demonstrated history of vacancies in the department.
- FY 2012 General Fund savings of \$159,892 is reflected in the Adjusted Budget for FY 2013.

Authorized Personnel by Division

	Actual FY 2012	Adj. Budget FY 2013	Estimated FY 2013	Adopted FY 2014	Position Changes
Administration	10.00	10.00	10.00	8.00	(2.00)
Administrative Support Services	21.00	21.00	21.00	22.00	
Operations	112.00	112.00	112.00	116.00	4.00
Operations Support Services	48.00	48.00	48.00	48.00	
Total Personnel	191.00	191.00	191.00	194.00	3.00
Permanent Full-Time	191.00	191.00	191.00	194.00	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	191.00	191.00	191.00	194.00	3.00
Sworn Officer Positions	160.00	160.00	160.00	163.00	3.00
Civilian Positions	31.00	31.00	31.00	31.00	
Total Positions	191.00	191.00	191.00	194.00	3.00

Police Department

Budget Detail by Division

	Actual FY 2012	Adj. Budget FY 2013	Estimated FY 2013	Adopted FY 2014	% Change 14/13EB	% Change 14/13B
Administration:						
Personnel Services	\$793,013	\$943,620	\$906,739	\$817,836	(9.8%)	(13.3%)
Supplies and Materials	\$30,510	\$32,200	\$35,700	\$27,725	(22.3%)	(13.9%)
Travel and Training	\$15,838	\$20,466	\$23,466	\$20,400	(13.1%)	(0.3%)
Intragovernmental Charges	\$0	\$0	\$0	\$926,087		
Utilities, Services, & Misc.	\$61,683	\$26,170	\$25,417	\$54,450	114.2%	108.1%
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$901,044	\$1,022,456	\$991,322	\$1,846,498	86.3%	80.6%
Operations:						
Personnel Services	\$8,838,421	\$9,098,522	\$9,181,736	\$9,612,759	4.7%	5.7%
Supplies and Materials	\$668,518	\$801,122	\$757,549	\$842,160	11.2%	5.1%
Travel and Training	\$101,039	\$96,637	\$109,751	\$90,800	(17.3%)	(6.0%)
Intragovernmental Charges	\$488	\$0	\$600	\$0	(100.0%)	
Utilities, Services, & Misc.	\$259,191	\$307,338	\$254,141	\$336,907	32.6%	9.6%
Capital	\$26,003	\$483,987	\$394,759	\$122,100	(69.1%)	(74.8%)
Other	\$0	\$0	\$0	\$0		
Total	\$9,893,660	\$10,787,606	\$10,698,536	\$11,004,726	2.9%	2.0%
Administrative Support:						
Personnel Services	\$1,527,017	\$1,519,872	\$1,460,337	\$1,545,638	5.8%	1.7%
Supplies and Materials	\$139,487	\$337,732	\$356,402	\$149,700	(58.0%)	(55.7%)
Travel and Training	\$26,438	\$43,953	\$39,902	\$42,300	6.0%	(3.8%)
Intragovernmental Charges	\$832,427	\$976,329	\$976,329	\$12,000	(98.8%)	(98.8%)
Utilities, Services, & Misc.	\$381,553	\$338,250	\$330,059	\$346,895	5.1%	2.6%
Capital	\$21,872	\$6,270	\$6,270	\$46,000	633.7%	633.7%
Other	\$0	\$0	\$0	\$0		
Total	\$2,928,794	\$3,222,406	\$3,169,299	\$2,142,533	(32.4%)	(33.5%)
Operations Support:						
Personnel Services	\$4,442,424	\$4,448,114	\$4,433,094	\$4,135,511	(6.7%)	(7.0%)
Supplies and Materials	\$148,844	\$206,727	\$211,948	\$252,685	19.2%	22.2%
Travel and Training	\$26,346	\$39,443	\$43,494	\$47,000	8.1%	19.2%
Intragovernmental Charges	\$0	\$0	\$0	\$0		
Utilities, Services, & Misc.	\$160,330	\$160,574	\$157,537	\$166,546	5.7%	3.7%
Capital	\$0	\$101,800	\$100,849	\$273,050	170.8%	168.2%
Other	\$0	\$0	\$0	\$0		
Total	\$4,777,944	\$4,956,658	\$4,946,922	\$4,874,792	(1.5%)	(1.7%)
Department Totals						
Personnel Services	\$15,600,875	\$16,010,128	\$15,981,906	\$16,111,744	0.8%	0.6%
Supplies and Materials	\$987,359	\$1,377,781	\$1,361,599	\$1,272,270	(6.6%)	(7.7%)
Travel and Training	\$169,661	\$200,499	\$216,613	\$200,500	(7.4%)	0.0%
Intragovernmental Charges	\$832,915	\$976,329	\$976,929	\$938,087	(4.0%)	(3.9%)
Utilities, Services, & Misc.	\$862,757	\$832,332	\$767,154	\$904,798	17.9%	8.7%
Capital	\$47,875	\$592,057	\$501,878	\$441,150	(12.1%)	(25.5%)
Other	\$0	\$0	\$0	\$0		
Total	\$18,501,442	\$19,989,126	\$19,806,079	\$19,868,549	0.3%	(0.6%)

Police Department

Authorized Positions by Division

	Actual FY 2012	Adj. Budget FY 2013	Estimated FY 2013	Adopted FY 2014	Position Changes
Administration:					
3007 - Police Chief	1.00	1.00	1.00	1.00	
3006 - Deputy Police Chief	1.00	1.00	1.00	1.00	
3002 - Police Sergeant	1.00	1.00	1.00	1.00	
3000/3001 - Police OIT/Police Offcr.	4.00	4.00	4.00	2.00	(2.00)
1400 - Administrative Technician	0.00	0.00	0.00	1.00	1.00
1008 - Senior Administrative Supr.	1.00	1.00	1.00	1.00	
1006 - Senior Admin Support Asst.	2.00	2.00	2.00	1.00	(1.00)
Total Personnel	10.00	10.00	10.00	8.00	(2.00)
Permanent Full-Time	10.00	10.00	10.00	8.00	(2.00)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	10.00	10.00	10.00	8.00	(2.00)
Operations:					
3011 - Community Service Aide	10.00	10.00	10.00	6.00	(4.00)
3009 - Station Master	0.00	0.00	0.00	3.00	3.00
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	3.00	3.00	3.00	3.00	
3002 - Police Sergeant	13.00	13.00	13.00	13.00	
3000/3001 - Police OIT/Police Offcr.	85.00	85.00	85.00	90.00	5.00
Total Personnel	112.00	112.00	112.00	116.00	4.00
Permanent Full-Time	112.00	112.00	112.00	116.00	4.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	112.00	112.00	112.00	116.00	4.00
Administrative Support:					
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	1.00	1.00	1.00	1.00	
3002 - Police Sergeant	2.00	2.00	2.00	1.00	(1.00)
3000/3001 - Police OIT/Police Offcr.	3.00	3.00	3.00	5.00	2.00
2112 - Vehicle Service Coordinator	1.00	1.00	1.00	1.00	
2001 - Custodian	1.00	1.00	1.00	1.00	
1400 - Administrative Technician	1.00	1.00	1.00	2.00	1.00
1009 - Records Unit Supervisor	1.00	1.00	1.00	1.00	
1006 - Senior Admin. Support Asst	2.00	2.00	2.00	5.00	3.00
1005 - Administrative Support Asst	8.00	8.00	8.00	4.00	(4.00)
Total Personnel	21.00	21.00	21.00	22.00	1.00
Permanent Full-Time	21.00	21.00	21.00	22.00	1.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	21.00	21.00	21.00	22.00	1.00
Operations Support:					(1.00)
3015 - Crime Analyst	1.00	1.00	1.00	1.00	
3014 - Evidence Custodian	1.00	1.00	1.00	1.00	
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	2.00	2.00	2.00	2.00	
3002 - Police Sergeant	4.00	4.00	4.00	5.00	1.00
3000/3001 - Police OIT/Police Offcr.	37.00	37.00	37.00	35.00	(2.00)
1006 - Senior Admin. Support Asst	2.00	2.00	2.00	3.00	1.00
Total Personnel	48.00	48.00	48.00	48.00	
Permanent Full-Time	48.00	48.00	48.00	48.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	48.00	48.00	48.00	48.00	
Department Totals					
Permanent Full-Time	191.00	191.00	191.00	194.00	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	191.00	191.00	191.00	194.00	3.00

For budgetary purposes, FY 2014 reflects recommended job code and title changes from the classification and compensation study.

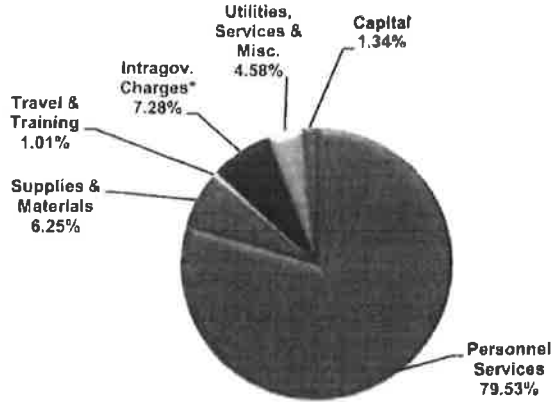
Police Department (General Fund)



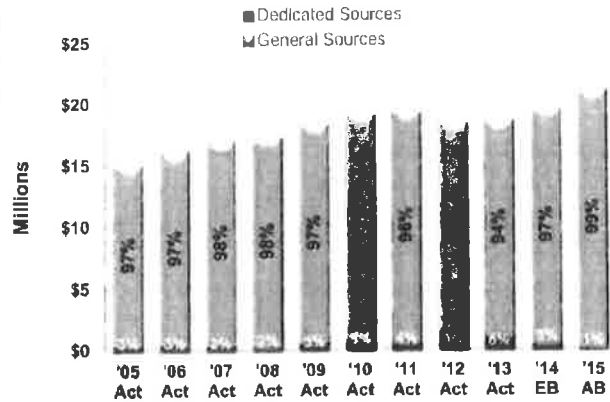
*City of Columbia
Columbia, Missouri*

Police Department - Summary (General Fund)

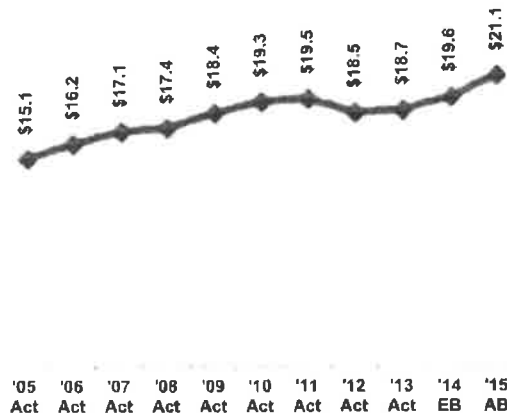
FY 2015 Total Expenditures By Category



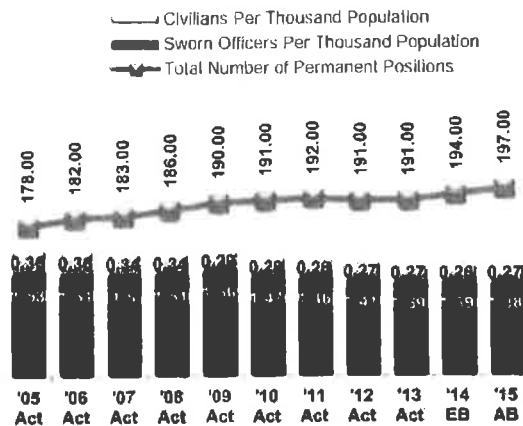
Funding Sources



Total Expenditures (In Millions)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2013	Adj. Budget FY 2014	Estimated FY 2014	Adopted FY 2015	% Change 15/14EB	% Change 15/14B
Personnel Services	\$15,313,501	\$15,975,612	\$15,747,028	\$16,811,919	6.8%	5.2%
Supplies & Materials	\$1,194,455	\$1,458,587	\$1,438,070	\$1,321,514	(8.1%)	(9.4%)
Travel & Training	\$174,915	\$205,500	\$201,000	\$213,500	6.2%	3.9%
Intragov. Charges*	\$976,979	\$938,087	\$938,087	\$1,539,073	64.1%	64.1%
Utilities, Services & Misc	\$755,619	\$915,298	\$834,990	\$968,075	15.9%	5.8%
Capital	\$268,019	\$353,010	\$464,261	\$284,000	(38.8%)	(19.5%)
Other	\$0	\$0	\$0	\$0		
Total	\$18,683,488	\$19,846,094	\$19,623,436	\$21,138,081	7.7%	6.5%

*Intragov. charges will now be reflected in departmental budgets. Inc/Dec to FY 15 without charges is \$691,001 or 3.7%

Summary

Operating Expenses	\$18,415,469	\$19,493,084	\$19,159,175	\$20,854,081	8.8%	7.0%
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$268,019	\$353,010	\$464,261	\$284,000	(38.8%)	(19.5%)
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$18,683,488	\$19,846,094	\$19,623,436	\$21,138,081	7.7%	6.5%

Funding Sources (Where the Money Comes From)

Other Local Taxes: Gasoline Tax	\$438,994	\$0	\$0	\$0		
Grants	\$332,301	\$92,396	\$296,337	\$78,359	(73.6%)	(15.2%)
Other Local Rev (incl. School Dist Reimb)	\$183,574	\$198,399	\$234,953	\$193,355	(17.7%)	(2.5%)
Dedicated Sources	\$954,869	\$290,795	\$531,290	\$271,714	(48.9%)	(6.6%)
General Sources	\$17,728,619	\$19,555,299	\$19,092,146	\$20,866,367	9.3%	6.7%
Total Funding Sources	\$18,683,488	\$19,846,094	\$19,623,436	\$21,138,081	7.7%	6.5%

Description

The Police Department serves as the primary law enforcement agency for the City. Its mission is to be a model police organization in partnership with our customers, operating in a participative, team based environment to deliver quality community oriented services in a proactive and efficient manner.

Department Objectives

To build upon our effective law enforcement tradition; To establish partnerships to achieve a safer community; To use innovative technology to maximize our performance; To provide a rewarding work environment and invest in personnel development; To communicate effectively, both internally and externally; To apply intelligence-led policing to deploy resources and assess effectiveness; To promote accountability through geographic based policing; To effectively and efficiently use our available resources.

Highlights / Significant Changes

Strategic Priority: Health, Safety and Well-Being - Create an inclusive, thriving, livable community that promotes health, safety, and well-being.

- Personnel increases for FY 2015 reflect the addition of two officers and one civilian investigative technician. The investigative position will aide the Investigative unit and perform tasks that do not require an officer to complete and will lessen the burden on the detective unit and allow more time for investigations and case work. The other primary source of increase in the personnel area is due to the large number of employees who are experiencing pay compression. The Manager has recommended that employees with at least five years in their classification as of March 1, 2014 receive a time in classification adjustment equal to 20% of the difference between current pay and the pay range midpoint.

Highlights / Significant Changes (cont)

- Supplies and materials are down over \$137,000 due to the replacement of many of the department's mobile data terminals (MDTs) in FY 2014 as these machines were unable to be upgraded to Windows 7. In future years these machines will be a part of the city's automatic replacement plan.
- Capital increases include the replacement of three patrol cars, the purchase of a barcoding system for evidence, and replacement of the dictation system.
- A property tax ballot issue will be presented to the voters in November, 2014. If passed, it will provide dedicated funding to increase police and fire staff and equipment.
- The City has made the decision to allocate and budget intragovernmental charges (charges between departments for services performed by other departments such as custodial and IT Fees) in each department's budget to better reflect the costs associated with each department. Prior to FY 2015, these charges were reflected in the City General budget.

Authorized Personnel by Division

	Actual FY 2013	Adj. Budget FY 2014	Estimated FY 2014	Adopted FY 2015	Position Changes
Administration	10.00	8.00	9.00	8.00	(1.00)
Administrative Support Services	22.00	23.00	22.00	24.00	
Operations	112.00	116.00	120.00	114.00	(6.00)
Operations Support Services	47.00	47.00	43.00	51.00	8.00
Total Personnel	191.00	194.00	194.00	197.00	3.00
Permanent Full-Time	191.00	194.00	194.00	197.00	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	191.00	194.00	194.00	197.00	3.00
Sworn Officer Positions	160.00	163.00	163.00	165.00	2.00
Civilian Positions	31.00	31.00	31.00	32.00	1.00
Total Positions	191.00	194.00	194.00	197.00	3.00

Police Department

Budget Detail by Division

	Actual FY 2013	Adj. Budget FY 2014	Estimated FY 2014	Adopted FY 2015	% Change 15/14EB	% Change 15/14B
Administration:						
Personnel Services	\$907,409	\$828,436	\$892,880	\$830,990	(6.9%)	0.3%
Supplies and Materials	\$31,441	\$27,725	\$34,826	\$27,675	(20.5%)	(0.2%)
Travel and Training	\$20,681	\$20,400	\$27,209	\$22,500	(17.3%)	10.3%
Intragovernmental Charges	\$0	\$926,087	\$926,087	\$1,518,016	63.9%	63.9%
Utilities, Services, & Misc.	\$23,403	\$60,450	\$36,454	\$69,418	90.4%	14.8%
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$982,934	\$1,863,098	\$1,917,456	\$2,468,599	28.7%	32.5%
Operations:						
Personnel Services	\$8,812,180	\$9,349,820	\$9,018,729	\$9,474,285	5.1%	1.3%
Supplies and Materials	\$753,991	\$964,976	\$947,641	\$897,333	(5.3%)	(7.0%)
Travel and Training	\$72,343	\$93,800	\$75,444	\$93,000	23.3%	(0.9%)
Intragovernmental Charges	\$650	\$0	\$0	\$9,057		
Utilities, Services, & Misc.	\$260,855	\$341,407	\$322,492	\$386,731	19.9%	13.3%
Capital	\$167,170	\$153,160	\$249,160	\$128,000	(48.6%)	(16.4%)
Other	\$0	\$0	\$0	\$0		
Total	\$10,067,189	\$10,903,163	\$10,613,466	\$10,988,406	3.5%	0.8%
Administrative Support:						
Personnel Services	\$1,446,014	\$1,559,945	\$1,754,011	\$1,683,092	(4.0%)	7.9%
Supplies and Materials	\$212,330	\$173,201	\$156,613	\$167,683	7.1%	(3.2%)
Travel and Training	\$28,391	\$42,300	\$32,005	\$32,500	1.5%	(23.2%)
Intragovernmental Charges	\$976,329	\$12,000	\$12,000	\$12,000	0.0%	0.0%
Utilities, Services, & Misc.	\$324,919	\$346,895	\$312,306	\$335,733	7.5%	(3.2%)
Capital	\$0	\$46,000	\$62,051	\$36,000	(42.0%)	(21.7%)
Other	\$0	\$0	\$0	\$0		
Total	\$2,987,983	\$2,180,341	\$2,328,986	\$2,267,008	(2.7%)	4.0%
Operations Support:						
Personnel Services	\$4,147,898	\$4,237,411	\$4,081,408	\$4,823,552	18.2%	13.8%
Supplies and Materials	\$196,693	\$292,685	\$298,990	\$228,823	(23.5%)	(21.8%)
Travel and Training	\$53,500	\$49,000	\$66,342	\$65,500	(1.3%)	33.7%
Intragovernmental Charges	\$0	\$0	\$0	\$0		
Utilities, Services, & Misc.	\$146,442	\$166,546	\$163,738	\$176,193	7.6%	5.8%
Capital	\$100,849	\$153,850	\$153,050	\$120,000	(21.6%)	(22.0%)
Other	\$0	\$0	\$0	\$0		
Total	\$4,645,382	\$4,899,492	\$4,763,528	\$5,414,068	13.7%	10.5%
Department Totals						
Personnel Services	\$15,313,501	\$15,975,612	\$15,747,028	\$16,811,919	6.8%	5.2%
Supplies and Materials	\$1,194,455	\$1,458,587	\$1,438,070	\$1,321,514	(8.1%)	(9.4%)
Travel and Training	\$174,915	\$205,500	\$201,000	\$213,500	6.2%	3.9%
Intragovernmental Charges	\$976,979	\$938,087	\$938,087	\$1,539,073	64.1%	64.1%
Utilities, Services, & Misc.	\$755,619	\$915,298	\$834,990	\$968,075	15.9%	5.8%
Capital	\$268,019	\$353,010	\$464,261	\$284,000	(38.8%)	(19.5%)
Other	\$0	\$0	\$0	\$0		
Total	\$18,683,488	\$19,846,094	\$19,623,436	\$21,138,081	7.7%	6.5%

Police Department

Authorized Positions by Division

	Actual FY 2013	Adj. Budget FY 2014	Estimated FY 2014	Adopted FY 2015	Position Changes
Administration:					
3007 - Police Chief	1.00	1.00	1.00	1.00	
3006 - Deputy Police Chief	1.00	1.00	1.00	1.00	
3002 - Police Sergeant	1.00	1.00	2.00	1.00	(1.00)
3000/3001 - Police OIT/Police Officer	4.00	2.00	2.00	2.00	
1400 - Administrative Technician	0.00	1.00	1.00	1.00	
1008 - Senior Administrative Supr.	1.00	1.00	1.00	1.00	
1006 - Senior Admin Support Asst.	2.00	1.00	1.00	1.00	
Total Personnel	10.00	8.00	9.00	8.00	(1.00)
Permanent Full-Time	10.00	8.00	9.00	8.00	(1.00)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	10.00	8.00	9.00	8.00	(1.00)
Operations:					
3011 - Community Service Aide	10.00	6.00	6.00	6.00	
3009 - Station Master	0.00	3.00	3.00	3.00	
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	3.00	3.00	3.00	3.00	
3002 - Police Sergeant	13.00	14.00	13.00	12.00	(1.00)
3000/3001 - Police OIT/Police Officer	85.00	89.00	94.00	89.00	(5.00)
Total Personnel	112.00	116.00	120.00	114.00	(6.00)
Permanent Full-Time	112.00	116.00	120.00	114.00	(6.00)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	112.00	116.00	120.00	114.00	(6.00)
Administrative Support Services:					
6102 - Stores Clerk*	0.00	0.00	0.00	1.00	1.00
3014 - Evidence Custodian	1.00	1.00	1.00	1.00	
3013 - Property & Evidence Tech*	0.00	0.00	0.00	2.00	2.00
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	1.00	1.00	1.00	1.00	
3002 - Police Sergeant	2.00	2.00	2.00	3.00	1.00
3000/3001 - Police OIT/Police Officer	3.00	4.00	4.00	2.00	(2.00)
2112 - Vehicle Service Coordinator	1.00	1.00	1.00	1.00	
2001 - Custodian	1.00	1.00	1.00	1.00	
1400 - Administrative Technician	1.00	2.00	2.00	2.00	
1010 - Records Specialist*	0.00	0.00	0.00	4.00	4.00
1009 - Records Unit Supervisor	1.00	1.00	1.00	1.00	
1006 - Senior Admin. Support Asst*	2.00	5.00	5.00	1.00	(4.00)
1005 - Administrative Support Asst	8.00	4.00	3.00	3.00	
Total Personnel	22.00	23.00	22.00	24.00	2.00
Permanent Full-Time	22.00	23.00	22.00	24.00	2.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	22.00	23.00	22.00	24.00	2.00

*In FY 2015 seven Senior Administrative Support Assistants were reassigned to one Stores Clerk, four Records Specialists and two Property and Evidence Technicians.

Authorized Positions by Division

	Actual FY 2013	Adj. Budget FY 2014	Estimated FY 2014	Adopted FY 2015	Position Changes
Operations Support Services:					1.00
3015 - Crime Analyst	1.00	1.00	1.00	1.00	
3012 - Investigative Technician	0.00	0.00	0.00	1.00	1.00
3004 - Asst. Police Chief	1.00	1.00	1.00	1.00	
3003 - Police Lieutenant	2.00	2.00	2.00	2.00	
3002 - Police Sergeant	4.00	4.00	5.00	5.00	
3000/3001 - Police OIT/Police Officer	37.00	36.00	30.00	40.00	10.00
1006 - Senior Admin. Support Asst*	2.00	3.00	4.00	1.00	(3.00)
Total Personnel	47.00	47.00	43.00	51.00	8.00
Permanent Full-Time	47.00	47.00	43.00	51.00	8.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	47.00	47.00	43.00	51.00	8.00
Department Totals					
Permanent Full-Time	191.00	194.00	194.00	197.00	3.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	191.00	194.00	194.00	197.00	3.00

*In FY 2015 seven Senior Administrative Support Assistants were reassigned to one Stores Clerk, four Records Specialists and two Property and Evidence Technicians.

Memorandum of Agreement

Domestic Violence is perhaps the largest violence issue our society deals with. It permeates our families, our schools, our workplaces and every facet of our social and criminal justice systems.

Each year, more than 1,000 women – almost three per day – die because of domestic violence at the hands of a husband, boyfriend, or other “intimate.” The project known as the DOmestic Violence Enforcement Unit (DOVE) is a continued collaborative effort of the Boone County Sheriff’s Department, the Columbia Police Department, the Boone County Prosecutor’s Office, and True North of Columbia. The Domestic Violence Enforcement Unit’s (DOVE) mission is to investigate selected domestic violence cases, promote deterrence, assist victims, interrupt the cycle of violence and its continuation from one generation to the next, and aid local and regional efforts to respond to domestic violence. This project is currently funded through the STOP Violence Against Women Grant Program.

SAFETY AND DIGNITY

The first desire for the victims of domestic violence and sexual assault is that they are made safe and treated with dignity.

All victims of domestic and sexual violence deserve to be treated with dignity and respect. True North of Columbia provides emergency shelter for victims of domestic violence in Columbia, Missouri and the surrounding mid-Missouri area. Highly trained professional and volunteer staff members are available twenty four hours a day, seven days a week to address the issues of domestic violence. Emergency shelter, counseling, advocacy, and referral service to other agencies are some of what is provided by True North. Additionally, True North has a twenty four hour hotline with an advocate system for both court and non-court related issues. In addition, as a member of the DOVE Unit, True North provides a victim advocate who serves as an active member, coordinating on-going service delivery for victims working with/through the legal and judicial systems. In addition, True North provides advocates who can be on-site during the immediate aftermath of a domestic violence incident, freeing law enforcement officials to focus on building a case while ensuring the victim receives immediate crisis intervention and aftercare. These advocates, too, are a part of the DOVE Unit. This close, cooperative relationship allows for immediate response to selected calls of domestic violence. This collaborative effort provides twenty

four hour assistance in obtaining Orders of Protection and all services provided (directly or indirectly) are done so to ensure the safety and dignified treatment of domestic violence survivors.

BALANCING THE SYSTEM

The civil court system should accommodate and support the domestic violence victim in a non-intimidating atmosphere.

Often the victims who are most at risk are the same persons who are most intimidated by the civil court system designed to afford them protection.

With the help of this project the DOVE Unit members strive to offset some of the disadvantages victims of domestic violence often suffer as a consequence of having been in a violent relationship. The Domestic Violence Enforcement Unit helps victims find assistance to follow through with and obtain full orders of protection that include an entire range of relief. This is a critical part of any comprehensive effort to accomplish long-term solutions to these problems.

RESPONSE AND INVESTIGATION

The initial response to domestic violence and the ensuing investigation so often affect or determine the final outcome.

In many, if not most instances, the initial point of contact for domestic violence is law enforcement. It is crucial that this response be more than cursory. The attitudes and actions of the first responding law enforcement officers often shape the relationship that the victim has with the legal and criminal justice system. That first responding officer's investigation and follow-up investigation largely determines the ability of the judicial and criminal justice system to respond to the needs of the victim. Three law enforcement officers staff the Domestic Violence Enforcement Unit. The Boone County Sheriff's Department provides one deputy to the program, and the Columbia Police Department provides two officers to the program. The Domestic Violence Enforcement Unit investigators review all reported domestic violence cases in Boone County. The program members immediately respond on cases where it is evident their services would be able to assist the investigation and provide vital services to the domestic violence victim. The Domestic Violence Enforcement Unit investigators also assist in training and educating other law enforcement officers in the Boone County, Missouri, area concerning domestic violence cases and/or other cases involving violence against women (such as sexual assault, rape, etc.)

These investigators are also available to offer technical assistance relating to domestic violence cases to other departments in the central Missouri geographical area.

PROSECUTION AND COURTS

The effective handling of domestic violence cases in the judicial system is a key element. Abusers must be held accountable for past conduct and intervention must occur to alter future conduct.

The Boone County Prosecutor's Office has two assistant prosecuting attorneys and two victim advocates assigned to the Domestic Violence Enforcement Unit. Having two attorneys and two victim advocates dedicated to domestic violence prosecution enables us to increase victim contact and expedite the disposition of these cases in the Boone County judicial system. Once abusers are identified it is crucial that they be dealt with effectively and efficiently. The Domestic Violence Enforcement Unit prosecution component provides direction on handling offenders and ensures that cases are managed in a consistent and appropriate fashion. The Domestic Violence docket facilitates the timely disposition of criminal cases. This includes a quick return date on bonds (10 days), expedited settings for preliminary hearings, and consolidation of the cases on four distinct dockets with one judge and a set group of prosecutors and public defenders. The expedited court process improves the level of service to victims of domestic violence and ensures that offenders begin serving a jail sentence or treatment in a timely fashion. The domestic assault court coordinator (DACC) is vital to the court's ability to concentrate on cases involving domestic violence. The DACC serves as the court's liaison to prosecutors, defense counsel, and law enforcement, and aids in the efficient adjudication of domestic violence cases. The DACC is especially critical to the implementation and monitoring of the court's batterers' intervention program, MEND.

DOMESTIC VIOLENCE ENFORCEMENT UNIT GOAL

Establishment of arrest, summoning, prosecution, and court appearance policies which provide for initial appearance in court on charges for actions resulting in domestic violence targeting women within nine working days of the offense.

Through the STOP Violence Against Women Grant funding, DOVE partnerships have strengthened the law enforcement and criminal justice system's response to domestic violence targeting women, and have increased the utilization of

services available to women who are victims of domestic violence and have enabled us to develop and implement collaborative community-based systemic programs to address domestic violence targeting women.

Agencies, and we the undersigned individuals, herein express our support of this Memorandum of Agreement and the protocols as written for the Domestic Violence Enforcement Unit.

Daniel K. Knight 9-7-15

Daniel K. Knight
Boone County Prosecuting Attorney

Ken Burton

Ken Burton
Chief of Police, Columbia

Christy Blakemore

Christy Blakemore
Circuit Clerk, Boone County

Dwayne Carey

Dwayne Carey
Sheriff, Boone County

Barbara Hodges

Barbara Hodges
Executive Director
True North of Columbia, Inc.

Date: September, 2015

SEARCH PARAMETERS FOR GRANT
(To 08/31/2015)

200 NON-CRIMINAL
+ 256 CRIMINAL
456 TOTAL

DOMESTIC VIOLENCE STATISTICS 01/01/15 TO 08/28/15
TOTAL REPORTS 256

RACE OF VICTIM:

WHITE 145
BLACK 104
INDIAN 0
ASIAN 4
NOT GIVEN 3

AGE OF VICTIM:

17 AND UNDER 2
18 TO 25 74
26 TO 40 117
41 TO 60 60
61 AND OVER 0
NONE GIVEN 3

RACE OF OFFENDER:

WHITE 115
BLACK 132
INDIAN 0
ASIAN 5
NOT GIVEN 4

RELATIONSHIP:

MARRIED 24
SEPARATED 8
DIVORCED 7
SIBLING 0
CO-HABITATION 67
PRIOR CO-HABITATION 26
CHILD IN COMMON 40
DAUGHTER/SON OF OFFENDER 0
MOTHER/FATHER OF OFFENDER 0
OTHER RELATIONSHIP 0
NONE 84

GENDER OF VICTIM

FEMALE 210
MALE 43
NONE GIVEN 3

GENDER OF OFFENDER

FEMALE 47
MALE 206
NONE GIVEN 3

SAME SEX RELATIONSHIP

YES 11 NO 245

TYPE OF VIOLENCE:

PHYSICAL CRIME 216
NON-PHYSICAL CRIME 12
SEXUAL ASSAULT 3
STALKING 5
OTHER 3
NONE GIVEN 0
VOP 17

LOCATION:

URBAN (IN CITY) 256
RURAL (IN COUNTY) 0
NO LOCATION GIVEN 0

PRIOR DV SUSPECT: YES 112
PRIOR DV VICTIM: YES 110
PRIOR W/THIS SUPECT/VICTIM: YES 88

NO 140
NO 141
NO 164
UNK 4
UNK 5
UNK 4

EXPARTE: YES 40
CHILDREN PRESENT: YES 84
ARREST: YES 157
WEAPONS: YES 41
PHOTOS TAKEN (AT SCENE): YES 194
FOLLOWUP PHOTOS: YES 9
911 TAPE FOR EVIDENCE: YES 149
WARRANT: APPLIED FOR 128

NO 189
NO 172
NO 98
NO 206
NO 61
NO 247
NO 107
UNK 2
UNK 27
UNK 0
UNK 1
UNK 9
UNK 1
UNK 0
UNK 0
UNK 32

DRUGS/ALCOHOL USE:

BY VICTIM 3
BY SUSPECT 58
BY BOTH 27
N/A 0
UNKNOWN 97
NIETHER 71

LEVEL OF INJURY TO VICTIM

NO INJURY 52
MINOR INJURY 168
MODERATE INJURY 2
SERIOUS INJURY 4
FATAL INJURY 0
INJURY NOT GIVEN 30

SPECIAL NEEDS OF VICTIM

MENTAL SPECIAL NEEDS 0
PHYSICAL SPECIAL NEEDS 0
OTHER SPECIAL NEEDS 0
NONE GIVEN 256

CONTACT WITH VICTIM

BY PHONE 81
IN PERSON 28
LETTER 133
NONE - FYI REPORT 3
NO SUCCESSFUL CONTACT 7

DOMESTIC VIOLENCE STATISTICS 01/01/14 TO 12/30/14
TOTAL REPORTS 451

282 NON-CRIMINAL
+ 451 CRIMINAL
733 TOTAL

RACE OF VICTIM:		AGE OF VICTIM:		RACE OF OFFENDER:	
WHITE	244	17 AND UNDER	4	WHITE	194
BLACK	191	18 TO 25	149	BLACK	243
INDIAN	0	26 TO 40	201	INDIAN	0
ASIAN	9	41 TO 60	85	ASIAN	4
NOT GIVEN	7	61 AND OVER	6	NOT GIVEN	10
		NONE GIVEN	6		

RELATIONSHIP:		GENDER OF VICTIM	
MARRIED	51	FEMALE	366
SEPARATED	49	MALE	78
DIVORCED	6	NONE GIVEN	7
SIBLING	0		
CO-HABITATION	135	GENDER OF OFFENDER	
PRIOR CO-HABITATION	41	FEMALE	89
CHILD IN COMMON	55	MALE	354
DAUGHTER/SON OF OFFENDER	0	NONE GIVEN	8
MOTHER/FATHER OF OFFENDER	0		
OTHER RELATIONSHIP	0	SAME SEX RELATIONSHIP	
NONE	114	YES	13
		NO	433

TYPE OF VIOLENCE:		LOCATION:	
PHYSICAL CRIME	357	URBAN (IN CITY)	451
NON-PHYSICAL CRIME	33	RURAL (IN COUNTY)	0
SEXUAL ASSAULT	3	NO LOCATION GIVEN	0
STALKING	2		
OTHER	10		
NONE GIVEN	1		
VOP	45		

PRIOR DV SUSPECT:	YES	240	NO	197	UNK	14
PRIOR DV VICTIM:	YES	227	NO	201	UNK	23
PRIOR W/THIS SUPECT/VICTIM:	YES	191	NO	244	UNK	16
EXPORTE:	YES	71	NO	365	UNK	15
CHILDREN PRESENT:	YES	111	NO	335	UNK	5
ARREST:	YES	256	NO	192	UNK	3
WEAPONS:	YES	54	NO	364	UNK	33
PHOTOS TAKEN (AT SCENE):	YES	325	NO	125	UNK	1
FOLLOWUP PHOTOS:	YES	17	NO	431	UNK	3
911 TAPE FOR EVIDENCE:	YES	122	NO	214	UNK	115
WARRANT:	APPLIED FOR	213	NOT APPLIED FOR	229	UNK	7
					N/A	2

DRUGS/ALCOHOL USE:		LEVEL OF INJURY TO VICTIM	
BY VICTIM	3	NO INJURY	91
BY SUSPECT	72	MINOR INJURY	264
BY BOTH	54	MODERATE INJURY	22
N/A	0	SERIOUS INJURY	5
UNKNOWN	245	FATAL INJURY	0
NIETHER	77	INJURY NOT GIVEN	69

SPECIAL NEEDS OF VICTIM		CONTACT WITH VICTIM	
MENTAL SPECIAL NEEDS	0	BY PHONE	157
PHYSICAL SPECIAL NEEDS	1	IN PERSON	48
OTHER SPECIAL NEEDS	0	LETTER	213
NONE GIVEN	450	NONE - FYI REPORT	13
		NO SUCCESSFUL CONTACT	19

508 NON-CRIMINAL
+ 385 CRIMINAL
893 TOTAL

DOMESTIC VIOLENCE STATISTICS 01/01/13 TO 12/30/13
TOTAL REPORTS 385

RACE OF VICTIM:		AGE OF VICTIM:		RACE OF OFFENDER:	
WHITE	228	17 AND UNDER	8	WHITE	157
BLACK	155	18 TO 25	134	BLACK	223
INDIAN	0	26 TO 40	172	INDIAN	0
ASIAN	1	41 TO 60	68	ASIAN	4
NOT GIVEN	1	61 AND OVER	2	NOT GIVEN	1
		NONE GIVEN	1		

RELATIONSHIP:		GENDER OF VICTIM	
MARRIED	38	FEMALE	318
SEPARATED	27	MALE	66
DIVORCED	11	NONE GIVEN	1
SIBLING	0		
CO-HABITATION	109	GENDER OF OFFENDER	
PRIOR CO-HABITATION	37	FEMALE	72
CHILD IN COMMON	74	MALE	311
DAUGHTER/SON OF OFFENDER	0	NONE GIVEN	2
MOTHER/FATHER OF OFFENDER	0		
OTHER RELATIONSHIP	0	SAME SEX RELATIONSHIP	
NONE	89	YES 10	NO 371

TYPE OF VIOLENCE:		LOCATION:	
PHYSICAL CRIME	289	URBAN (IN CITY)	385
NON-PHYSICAL CRIME	24	RURAL (IN COUNTY)	0
SEXUAL ASSAULT	2	NO LOCATION GIVEN	0
STALKING	5		
OTHER	14		
NONE GIVEN	0		
VOP	51		

PRIOR DV SUSPECT:	YES 224	NO 114	UNK 47
PRIOR DV VICTIM:	YES 230	NO 99	UNK 56
PRIOR W/THIS SUPECT/VICTIM:	YES 195	NO 140	UNK 50
EXPORTE:	YES 99	NO 280	UNK 6
CHILDREN PRESENT:	YES 117	NO 251	UNK 17
ARREST:	YES 260	NO 120	UNK 5
WEAPONS:	YES 41	NO 343	UNK 1
PHOTOS TAKEN (AT SCENE):	YES 280	NO 104	UNK 1
FOLLOWUP PHOTOS:	YES 27	NO 349	UNK 9
911 TAPE FOR EVIDENCE:	YES 6	NO 314	UNK 65
WARRANT: APPLIED FOR 168	NOT APPLIED FOR 216	UNK 1	N/A 0

DRUGS/ALCOHOL USE:		LEVEL OF INJURY TO VICTIM	
BY VICTIM	2	NO INJURY	62
BY SUSPECT	48	MINOR INJURY	241
BY BOTH	64	MODERATE INJURY	24
N/A	0	SERIOUS INJURY	0
UNKNOWN	246	FATAL INJURY	0
NIETHER	25	INJURY NOT GIVEN	58

SPECIAL NEEDS OF VICTIM		CONTACT WITH VICTIM	
MENTAL SPECIAL NEEDS	0	BY PHONE	161
PHYSICAL SPECIAL NEEDS	0	IN PERSON	74
OTHER SPECIAL NEEDS	0	LETTER	136
NONE GIVEN	385	NONE - FYI REPORT	3
		NO SUCCESSFUL CONTACT	11

DOMESTIC VIOLENCE STATISTICS 01/01/00 TO 08/28/15
TOTAL REPORTS 9416

RACE OF VICTIM:	AGE OF VICTIM:	RACE OF OFFENDER:
WHITE 5385	17 AND UNDER 106	WHITE 4314
BLACK 3417	18 TO 25 3360	BLACK 4476
INDIAN 6	26 TO 40 3824	INDIAN 8
ASIAN 74	41 TO 60 1432	ASIAN 68
NOT GIVEN 534	61 AND OVER 76	NOT GIVEN 550
	NONE GIVEN 618	

RELATIONSHIP:	GENDER OF VICTIM
MARRIED 1430	FEMALE 7507
SEPARATED 413	MALE 1377
DIVORCED 204	NONE GIVEN 532
SIBLING 15	
CO-HABITATION 3247	GENDER OF OFFENDER
PRIOR CO-HABITATION 1543	FEMALE 1442
CHILD IN COMMON 1279	MALE 7428
DAUGHTER/SON OF OFFENDER 14	NONE GIVEN 546
MOTHER/FATHER OF OFFENDER 8	
OTHER RELATIONSHIP 0	SAME SEX RELATIONSHIP
NONE 1263	YES 181 NO 8781

TYPE OF VIOLENCE:	LOCATION:
PHYSICAL CRIME 6943	URBAN (IN CITY) 8764
NON-PHYSICAL CRIME 789	RURAL (IN COUNTY) 639
SEXUAL ASSAULT 71	NO LOCATION GIVEN 13
STALKING 63	
OTHER 528	
NONE GIVEN 1	
VOP 1021	

PRIOR DV SUSPECT:	YES 3372	NO 2379	UNK 3665
PRIOR DV VICTIM:	YES 4655	NO 2364	UNK 2397
PRIOR W/THIS SUPECT/VICTIM:	YES 4813	NO 2349	UNK 2254
EXPORTE:	YES 1895	NO 6515	UNK 1006
CHILDREN PRESENT:	YES 2222	NO 6498	UNK 696
ARREST:	YES 6073	NO 2757	UNK 586
WEAPONS:	YES 1066	NO 7858	UNK 492
PHOTOS TAKEN (AT SCENE):	YES 3881	NO 5062	UNK 473
FOLLOWUP PHOTOS:	YES 530	NO 8393	UNK 493
911 TAPE FOR EVIDENCE:	YES 825	NO 7897	UNK 694
WARRANT: APPLIED FOR 3016	NOT APPLIED FOR 5327	UNK 137	N/A 936

DRUGS/ALCOHOL USE:	LEVEL OF INJURY TO VICTIM
BY VICTIM 93	NO INJURY 3951
BY SUSPECT 1684	MINOR INJURY 4114
BY BOTH 1177	MODERATE INJURY 260
N/A 525	SERIOUS INJURY 49
UNKNOWN 4526	FATAL INJURY 3
NIETHER 1411	INJURY NOT GIVEN 1039

SPECIAL NEEDS OF VICTIM	CONTACT WITH VICTIM
MENTAL SPECIAL NEEDS 8	BY PHONE 4022
PHYSICAL SPECIAL NEEDS 12	IN PERSON 1505
OTHER SPECIAL NEEDS 12	LETTER 2641
NONE GIVEN 9384	NONE - FYI REPORT 581
	NO SUCCESSFUL CONTACT 633

FAMILY SERVICES UNIT TRAINING RECORDS 2005-2015

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Detective Westbrook	Domestic Violence Cases in Columbia	1.0 Hour	MU Violence Against Women Group at the University of MO	15	1/21/2005
Detective Westbrook	Violence Unit, and Police Response to Domestic Violence	1.0 Hour	Volunteers at the Womens Shelter	30	1/25/2005
Detective Westbrook and Detective Randy Nichols	Violence and Police Response and Formation of DOVE	1.0 Hour	Students at the School of Social Work at the University of MO	20	2/7/2005
Detective Westbrook and Detective Randy Nichols	Nature and Dynamics of Domestic Violence and Function of DOVE	1.0 Hour	Inmates at the Boonville Correctional Facility	25	2/8/2005
Detective Jeff Westbrook	Nature and Dynamics of Domestic Violence and Function of DOVE	1.0 Hour	Domestic Violence for All Convention	30	2/24/2005
Detective Westbrook and Detective Randy Nichols	Domestic Violence component of Family Services Unit	1.0 Hour	MU Council on Violence Against Women	10	3/12/2005
Detective Westbrook and Detective Randy Nichols	Family Services, Domestic Violence and how to document injuries	1.0 Hour	Missouri Vicitms Assistance Network Conference	25	3/17/2005
Detective Jeff Westbrook	Investigation of Domestic Violence Crimes in Columba/Boone County	1.0 Hour	Recruits with LETI	30	3/18/2005
Detective Jeff Westbrook	Nature of Domestic Violence Cases in Boone County	2.0 Hours	KMOS Radio listeners in Kansas City, MO	Numerous	4/1/2005
Detective Jeff Westbrook	served as master of ceremonies	Unknown	State of Missouri Crime Victim's Rights Week ceremony	50	4/11/2005
Detective Randy Nichols	participated in events as a representative of Family Services Unit	Unknown	State of Missouri Crime Victim's Rights Week ceremony	50	4/13/2005
Detective Randy Nichols and Detective Brian Leer	Domestic Violence	1.0 Hour	Victim Impact Group at the Boonville Correctional Facility	12	4/12/2005
Detective Jeff Westbrook	Family Services Unit/Domestic Violence component	1.0 Hour	Citizen's Academy	25	4/19/2005
Detective Jeff Westbrook	Investigation of Sexual Assault Crimes	1.0 Hour	Missouri Vicitm Assistance Network	20	4/29/2005
Detective Jeff Westbrook and Detective Randy Nichols	Domestic Violence	3.0 Hours	Lincoln County, MO government officials	50	5/24/2005
Detective Jeff Westbrook	Domestic Violence and Investigation of Domestic Crime	1.0 Hour	Nursing Students at Booneslick Technical Education School	25	6/6/2005
Detective Jeff Westbrook and Detective Randy Nichols	Domestic Violence/Law Enforcement Response	2.0 Hours	Police Officers of Charleston, MO	30	6/11/2005

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Detective Jeff Westbrook and Detective Brian Leer	Victim Impact	2.0 Hours	Inmates at the Boonville Correctional Facility	30	6/14/2005
Detective Jeff Westbrook	Domestic Violence in Columbia/Boone County	1.0 Hour	Community Missouri United Methodist Church	15	6/14/2005
Detective Randy Nichols	Domestic Violence in Columbia/Boone County	2.5 Hours	Shelter Advocate Volunteers	15	6/18/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigating Domestic Violence	3.0 Hours	Department of Conservation Officers	18	7/6/2005
Detective Jeff Westbrook	Investigating Domestic Violence	3.0 Hours	Officers of Steelville, MO	25	7/7/2005
Detective Randy Nichols	Investigating Domestic Violence	1.0 Hour	Inmates at the Boonville Correctional Facility	18	7/19/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	3.0 Hours	Missouri Victim Assistance Network and Officers	12	7/21/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	3.0 Hours	Students at the Law Enforcement Training Institute	20	7/25/2005
Detective Randy Nichols	Investigation into Domestic Violence Crimes	1.0 Hour	Youth Academy	12	8/1/2005
Detective Jeff Westbrook	Investigation into Domestic Violence Crimes	3.0 Hours	Officers from Clark, Lewis, Scotland County	25	8/6/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	1.5 Hours	Students School of Social Work	25	9/12/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	1.5 Hours	Students Law School University of Missouri	20	9/22/2005
Detective Jeff Westbrook	Domestic Violence Police Response	1 Hour	Panel Discussion University of Missouri	20	10/24/2005
Detective Jeff Westbrook and Detective Randy Nichols	Investigation into Domestic Violence Crimes	3 Hour	Officers, Advocates, Prosecuting Attorney Shelbina, Missouri	12	10/26/2005
DOVE Team	D.V. Sexual Assault MOVANS System	7 Hours	Officers and Advocates Columbia and Boone County	150	11/7-11/11 2005
Detective Jeff Westbrook	Investiagtion and Prosecution of DV Crime	3 Hour	Officers and Advocates Palmyra Missouri	30	11/17/2005
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Students Hickman High School	25	12/6/2005
Detective Jeff Westbrook	Domestic Violence	3 Hours	Students Law Enforcement Training	25	11/29/2005

Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Boonville Correctional Facility	20	1/17/2006
Detective Jeff Westbrook	Investiagtion and Prosecution of DV Crime	1.5 Hours	University of Missouri School of Social work	25	2/6/2006
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Boonville Correctional Facility	30	3/21/2006
Detective Jeff Westbrook	Domestic Violence	3 Hours	Students Law Enforcement Training	35	4/3/2006
Detective Randy Nichols	Investiagtion and Prosecution of DV Crime	1.5 Hours	Douglas High School	40	4/3/2006
Detective Jeff Westbrook and Detective Randy Nichols	Investiagtion and Prosecution of DV Crime	1 Hours	Officers in Cahokia Mo.	15	4/20/2006
Detective Jeff Westbrook	Investiagtion and Prosecution of DV Crime	1 Hours	Columbia Police Departments Citizens Academy	15	4/25/2006
Detective Jeff Westbrook and Detective Randy Nichols	Dynamics of Domestic Violence	1 Hours	Mo. Coalition Against Domestic Violence workshop	20	5/24/2006
Detective Randy Nichols	Dynamics of Domestic Violence	1.5 Hours	Boonville Correctional Facility	32	6/13/2006
Detective Jeff Westbrook and Detective Randy Nichols	Investiagtion and Prosecution of DV Crime	3 Hours	Audrain County Sheriffs Department	30	6/13/2006
Detective Randy Nichols	DOVE Unit	1 Hours	Columbia Police Departments Youth Acadamy	25	7/5/2006
Det. R. Nichols & Adv. Amitin	Dove Unit	2 hours	Medical personell	40	8/15/2006
Det. Randy Nichols/ Dep. Turner	Dove unit	2 hours	Booneville Correctional	30	9/1/2006
Det. Jeff Westbrook	Investigation DV Crime	3 Hours	Law Enf. & Advocates	25	9/11/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	Kahoka Mo Law Enf & Advocates	20	9/13/2006
Det. Jeff Westbrook	Dove Unit	1.5 hours	School of Social Work	15	9/18/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	Law Enforcement & Advocates	25	9/19/2006
Detective Jeff Westbrook	Investigation of DV Crime	6 hours	Clinton Missouri	50	10/10/2006

Westbrook and Nichols	Investigation of DV Crime	3 hours	Tarkio Missouri	30	10/19/2006
Advocate Janet Amitin	domestic Violence	1 hour	School of Social Work	45	10/24/2006
Det. Nichols, P&P, Advocate, PA	Domestic Violence Panel	1 hour	Shelter Volunteers	15	10/21/2006
Advocate Sharon Giles	Same Sex DV	2 hours	Advocates	15	10/ /2006
PA Crockett/Roodhouse	Prosecuting DV Crime	3 hours	Officers	140	11/6,8,10/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	officers and advocates	15	11/15/2006
Det. Randy Nichols/ Dep. Turner	Dove Unit	2 hours	Booneville Correctional	30	12/1/2006
Det. Jeff Westbrook	Investigation DV Crime	3 hours	ofc/advocates El Dorado Spng	61	12/5/2006
Det. Jeff Westbrook	Investigation of DV Crime	6 hours	ofc. Advocates, hospital workers	70	11/30/2006
Westbrook and Nichols	Investigation of DV Crime	6 hours	ofc. Advocates, hospital workers	70	12/5/2006
Det. Westbrook	DOVE Unit	1.5	Social Work Students	20	2/5/2007
Advocate Amitin	Ex-Partes	1 hour	Social Work Students	20	2/5/2007
Advocate Amitin	Legal Issues Panel	1 hour	Peer rape Advocates	40	2/8/2007
Det. Randy Nichols/ Dep. Turner	DOVE Unit	2 hours	Booneville Correctional	35	3/20/2007
Det. Jeff Westbrook	Dominant Aggressor Identification	1.75 hours	MOVA Conference	50	3/21/2007
Det. Westbrook and Nichols	Dom. Violence Investigation	3 hours	Saline county	50	3/22/2007
Advocate Amitin	DOMESTIC VIOLENCE	1 HR	CENTRALIA PD	8	10/10/2007
Westbrook Amitin Nichols	Dom Violence Invest.	3 hr	Shelbina PD	13	10/22/2007
Advocate Amitin and Giles	DV Presentation	1 hr	students	20	4/5/2007

Det. Nichols and Westbrook	DV Investigation	3 hr	Police, advocates Canton MO	30	4/11/2007
Det. Nichols and Westbrook	DV Investigation	3 hour	Police and Advocates Paris MO	15	4/26/2007
Det. Westbrook	DV Investigation	3hour	Police Advocates State PA trng.	50	9/26-9/27/2007
Det. Westbrook	DV Investigation	3 hour	Police and Advocates	11	4/8/2007
Det. Westbrook	DV Investigation	3 hour	Police and Advocates	10	4/26/2007
Det. Westbrook	DV Investigation	3 hour	Police and Advocates Warrenton	17	5/5/2007
Det. Westbrook	DV Investigation	3 lhour	Police and Advocates Warren Co	31	8/7/2007
Det. Westbrook	DV Investigation	1.5 Hours	social work students	25	2/18/2008
Det. Westbrook and Dcoher	dove unit and investigaiton	2 hous	LETI	25	4/7/2008
Westbrook and Dochler	dove unit and investigation	2 hours	Trenton Missouri	30	4/18/2008
Westbrook and Dochler	dove unit and investigation	1 hour	high school	15	5/5/2008
Westbrook and Dochler	dove unit and investigation	2 hours	police Mt. Grove Missouri	25	5/16/2008
Westbrook and Dochler	dove unit and investigation	3 hours	LETI	20	7/14/2008
Westbrook and Dochler	dove unit and investigation	1 hour	law school	20	9/9/2008
Westbrook and Dochler	dove unit and investigation	3 hours	El Dorado Springs Police	35	2/19/2008
Westbrook and Dochler	DOVE unit and investigation	2 hours	Social Work Students	25	9/15/2008
Dochler	Dove unit and investigation	1 hour	Social Work Students	25	10/13/2008
Westbrook	Dove unit and investigation	2 hours	Citizens academy	20	10/21/2008
Dochler and Westbrook	Dove Unit and investigation	2 hours	University students	25	10/30/2008

Dochler and Westbrook	Dove unit and dv investigation	3 hours	LETI	25	11/24/2008
Dochler	DOVE unit and investigation	2 hours	new officer	1	12/18/2008
Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Westbrook	dove unit and investigation	3 hours	El Dorado Springs Police	25	2/20/2009
Dochler	dove unit and investigation	2 hours	new officer	5	1/23/2009
Dochler	dove unit and investigation	2 hours	new off	1	3/2/2009
Dochler	dove unit and investigation	2 hours	new officer	1	3/31/2009
Westbrook and dochler	dove unit and investigation	3 hours	Clark County	30	5/7/2009
dochler	dove unit and investigation	2 hours	university students	25	6/30/2009
Westbrook and Dochler	dv investigaiton	2 hours	mu students	30	2/9/2009
dochler	DOVE UNIT AND INVESTIGATION	2 HOURS	LETI	30	4/13/2009
WESTBROOK	dv investigations	3 hours	cuba, mo pd	40	4/20/2009
Westbrook	dv	2 hours	umc educatin department	50	4/21/2009
Westbrook	DOVE Unit	2 hours	Cole county	15	9-Jul
Westbrook Dochler	Dove Unit and investigation	3 hours	LETI	25	8/5/2009
Westbrook	DOVE UNIT AND INVESTIGATION	3 hours	Dept. of Conservation	20	8/24/2009
Westbrook	DOVE UNIT AND INVESTIGATION	1.5 hours	law school	20	9/8/2009
dochler	DOVE UNIT AND INVESTIGATION	2 hours	School of Social Work	30	9/14/2009

dochler	DOVE UNIT AND INVESTIGATION	2 hours	school of education	50	11/9/2009
WESTBROOK	DOMESTIC VIOLENCE AND THE LAW	1 HOUR	umc students	25	11/9/2009
Westbrook and Dochler	DOVE UNIT AND INVESTIGATION	3 hours	LETI	25	12/4/2009
Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Dochler	DOVE UNIT AND INVESTIGATION	3 HOURS	School of Social Work	40	2/8/2010
Westbrook	DOVE UNIT AND INVESTIGATION	3 hours	new officer	1	2/12/2010
DOCHLER	DOVE UNIT AND INVESTIGATION	2 hours	2 New officers	2	2/26/2010
dochler	DOVE UNIT AND INVESTIGATION	2 HOURS	1 NEW OFFICER	1	3/9/2010
WESTBROOK	DOVE UNIT AND INVESTIGATION	1 HOUR	2 UMC STUDENTS SOC.. WK	2	3/11/2010
Westbrook	DOVE UNIT AND INVESTIGATION	1 HOUR	UMC STUDENTS EDUCATION	40	3/24/2010
Westbrook	DOVE UNIT AND INVESTIGATION	1 hour	UMC STUDENTS EDUCATION	40	3/24/2010
Dochler	Domestic Investigations	1 Hour	UMC Education Dept Students	40	6/30/2010
Fincham	DOVE UNIT AND INVESTIGATION	1 Hour	Columbia Police Youth Academy	30	7/19/2010
Dochler and Nichols	DOVE UNIT AND INVESTIGATION	1 Hour	Way County, Fulton PD, Holt Summ	15	7/27/2010
Dochler	DOVE UNIT AND INVESTIGATION	2	CPD New Officer Orientation	1	7/19/2010
Dochler	DOVE UNIT AND INVESTIGATION	2	CPD New Officer Orientation	1	6/1/2010
Dochler and Vescio	DOVE UNIT AND INVESTIGATION	3 hours	MU School of Social Work	43	9/13/2010
Dochler	DOVE UNIT AND INVESTIGATION	2 hours	ing of "Telling Amy's Story Question	100	8/12/2010
Dochler	DOVE UNIT AND INVESTIGATION	2 hours	CPD New Officer Orientation	2	8/27/2010

Dochler	DOVE Unit and Best Practices	1 hour	Attorney Generals DV Task Force	30	9/20/2010
Dochler and Nichols	DOVE UNIT AND INVESTIGATION	2 hours	CPD New Officer Orientation	2	9/21/2010
Dochler	DOVE UNIT AND INVESTIGATION	2	CPD New Officer Orientation	1	10/5/2010
Dochler and Nichols	Police Response to Domestic Violence	2	MU Law School	15	10/19/2010
Dochler	Police Response to Domestic Violence	1	MU Education Department students	43	11/1/2010
Dochler	Police Response to Domestic Violence	1	MU Education Department students	38	11/1/2010
Dochler and Nichols	DOVE UNIT AND INVESTIGATION	2.5	CPD New Officer Orientation	1	11/4/2010
Dochler	First Responder Advocate Training	1	CPD Officers	12	12/21/2010
Dochler	First Responder Advocate Training	1	CPD Officers	12	12/21/2010
Dochler	First Responder Advocate Training	1	CPD Officers	15	12/202010
Dochler	First Responder Advocate Training	1	CPD Officers	8	12/20/2010
Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Dochler and Nichols	Dove Unit and Investigation	2	CDP New Officer Orientation	1	1/25/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in sevice training	5	2/14/2011
Dochler and Nichols	DOVE Unit and Investigations	3	MU School of Social Work	28	2/7/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in sevice training	6	2/15/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in sevice training	8	2/16/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in sevice training	5	2/17/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in sevice training	10	4/4/2011

Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/5/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/6/2011
Dochler and Nichols	DOVE Unit and Investigations	1	CPD Officers in service training	10	4/7/2011
Nichols	DOVE Unit and Investigations	1	Oakland Junior High School	12	5/4/2011
Dochler and Nichols	DOVE Unit and Investigations	1.5	MU Law School	20	9/6/2011
Dochler and Nichols	DOVE Unit and investigations	3	MU School of Social Work	45	9/12/2011
DOCHLER	DOVE Unit and investigations	2	CPD new recruits	3	9/23/2011
Dochler and Nichols	DOVE Unit and Investigations	3	North Shelter advocates and volunt	15	9/27/2011
Dochler and Nichols	DOVE Unit and Investigations	1.5	MU School of Psychology	70	10/12/2011
Nichols	Domestic violence Information	2	Domestic Violence Panel discussion AA	25	10/11/2011
Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Dochler and Nichols	DOVE Unit and Investigations	3	Mu School of Social Work	36	2/6/2012
Dochler and Nichols	DOVE Unit and Investigations	2	North Shelter advocates and volunt	25	2/9/2012
Dochler and Nichols	DOVE Unit and Investigations	2	Services for Independent Living	15	7/10/2012
Dochler and Nichols	DOVE Unit and Investigations	2 hr	True North Womens Shelter	20	8/29/2012
Dochler and Nichols	Dove Unit and Investigations	3 hr	MU School Social Work	45	9/17/2012
Dochler and Nichols	Dove Unit and Investigations	2 hr	MU law School	25	9/18/2012
Dochler and Nichols	Domestic Violence Panel discussion	2hr	University of Missouri Lathrop Hall	15	9/25/2012
Dochler and Nichols	Dove Unit and Investigations	2	CPD New Recruits	5	10/5/2012

Dochler and Nichols	Dove Unit and Investigations	2	CPD new recruits	2	9/10/2012
Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Dochler and Nichols	Dove Unit and Investigations	3	MU School of Social Work	38	2/11/2013
Dochler and Nichols	Dove Unit and Investigations	2	True North Shelter advocates and v	25	2/13/2013
Nichols	DOVE UNIT and investigations	1	St. Andrews Lutheran Church	30	4/18/2013
Nichols	Dove Unit and Investigations	6	CPD	2	5/10/2013
Nichols and Dochler	Dove Unit and Investigations	3	MU School of Social Work	44	9/9/2013
Nichols and Dochler	Dove Unit and Investigations	2	True North Shelter Advocates and V	25	9/19/2013
Youtsey, Dochler, Nichols	Dove Unit and Investigations	2	MU Law School	25	10/3/2013
Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training
Nichols and Youtsey	Dove Unit and Investigations	1	CPD	40	1/21/2014
Nichols and Youtsey	Dove Unit and Investigations	1	CPD	38	1/23/2014
Nichols and Youtsey	Dove Unit and Investigations	3	MU School of Social Work	43	2/10/2014
Nichols and Youtsey	Dove Unit and Investigations	1.5	True North Shelter advocates and v	17	3/20/2014
Nichols and Muscato	Dove Unit and Investigations	3	Mu School of Social Work	37	9/15/2014
Nichols and Muscato	Dove Unit and Investigations	1.5	True North Shelter advocates and v	21	10/1/2014
Nichols and Muscato	Dove Unit and Investigations	2	MU Law School	47	10/23/2014
Muscato	Dove Unit and Investigations	1	"Preferred Family Health Care" nurs	25	11/5/2014
Presenter(s)	Topic	Duration	Audience	Attendees	Dates of Training

[illegible]

THE DOVE UNIT PROCEDURAL PROTOCOLS

Developed and Implemented August, 2003

COLUMBIA POLICE DEPARTMENT/ BOONE COUNTY SHERIFF'S DEPARTMENT

A. PROTOCOL FOR DETECTIVE RESPONSE INVESTIGATING CRIMES OF DOMESTIC VIOLENCE

1. Investigators are responsible for obtaining initial domestic violence reports with the following guidelines:
 - < Reporting officers will complete all preliminary reports by the end of their tour of duty
 - < Columbia Police investigators will receive all domestic violence related incidents on the next business day after the incident occurs or within no more than two business days.
 - < Boone County Sheriff's Department investigators will receive all domestic violence related incidents where a criminal violation occurred on the next business day after the incident occurs or within no more than two business days. Investigators will receive all other domestic violence incidents where no known criminal violation occurred (verbal argument only) within four business days.
 - < The investigator will receive the reports through their supervisor or records department after the case has been assigned to them.
 - < When the investigator receives the cases, they check the agencies record system for any domestic violence related incidents with the subjects before making contact with the victim.
 - < When investigator receives a report of domestic violence, said report will be made available to victim advocate.
2. After reviewing the original report, investigator will attempt to contact the victim within two business days of receiving said report.
 - < When the investigator contacts the victim, the investigator will obtain as much information from them about the incident, and if any abuse has occurred since the police were last in contact with them.
 - < The investigator will obtain information on previous reported or unreported incidents of abuse.
 - < Whether the victim has left the abusive relationship or has chosen to stay.
 - < The investigator asks about injuries sustained during the incident.
3. Cases of high lethality may require an investigator's immediate response.
 - < The investigator will assist the responding/reporting officer in the investigation of the incident, apprehension of the suspect, interview of the victim, provide information for obtaining Orders of Protection, and attempt to increase the suspect's bond if appropriate.

- < Investigator will put the victim in communication with the advocate, if the victim chooses.
 - < If the victim refuses, the investigator will provide the advocate with the victim's information for contact attempts by the advocate.
4. For criminal offenses, in person or telephone contact is to be attempted in all cases by the investigator.
- < If injuries occurred during the incident, in person contact should be the priority in order to properly photograph or re-photograph the injuries.
 - < In the course of speaking with the victim, the investigator will try to obtain a written statement from the victim about the crime that had occurred.
 - < The investigator informs the victim that the state of Missouri, not the victim, is pressing charges against the abuser.
5. Contact with victim may include in person, telephone or written notification.
6. In person contact may be indicated when:
- < Follow up photos must be taken of visible injuries.
 - < Medical release form must be obtained.
 - < Multiple cases with same victim.
 - < When requested by a team member.
 - < Investigator has been unable to make contact by other means.
7. Investigator will perform follow up investigations which include interviewing victim, suspect, or witness.
8. Investigator may be responsible for performing additional investigation at the request of the assistant prosecuting attorney.
9. Investigators are responsible for evidence collection including the following:
- < Follow up photographs.
 - < Copies of 911 or jail tapes.
 - < Medical record release forms.
 - < Signed or written statements.
 - < Any other pertinent detectable physical evidence.
10. Upon completion of follow up investigation the investigator will complete a written report of said investigation and provide a copy of that report to immediate supervisor and prosecuting attorney's office within three business days.
- < After hours-investigations of high lethality incidents, the investigator will make contact with the on call prosecutor to obtain a higher bond, if appropriate.
11. Investigator may attend ex parte hearings on an as needed basis or as requested by a team member or victim.
- < This purpose would be to contact a victim who would otherwise be difficult to contact or to provide support/security for the victim.

12. Investigator is required to facilitate, conduct and/or participate in domestic violence training sessions between law enforcement, advocates or others.
- < Participation between all team members is vital to the success of the training of local law enforcement and advocates. That participation exemplifies a coordinated domestic violence response in our community
13. Investigator will be required to contribute to community awareness presentations or participate in panel discussions.
- < These are important for the success of the unit and all members are expected to provide support for these events.
14. Investigator must be able to work as part of a team, a coordinated response to domestic violence.
- < Investigators will continue to build partnerships with other agencies in the fight against domestic violence.
 - < These relationships are ever changing as we discover new ideas and ways to assist one another.
15. Investigator is required to keep statistical data on domestic violence.
- < Every criminal case assigned to an investigator is entered into a database developed to track information pertaining to domestic violence cases the unit works.
 - < Data collected includes but not limited to the following:
- | | |
|-------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> race of victim | <input type="checkbox"/> gender of suspect |
| <input type="checkbox"/> age of victim | <input type="checkbox"/> 911 tape for evidence |
| <input type="checkbox"/> gender of victim | <input type="checkbox"/> ethnicity of victim |
| <input type="checkbox"/> relationship of victim to abuser | <input type="checkbox"/> warrant applied for arrest of suspect |
| <input type="checkbox"/> type of violence | <input type="checkbox"/> weapons involved during incident |
| <input type="checkbox"/> location of incident (urban or rural) | <input type="checkbox"/> warrant applied for arrest of suspect |
| <input type="checkbox"/> prior domestic violence suspect | <input type="checkbox"/> weapons involved during incident |
| <input type="checkbox"/> prior domestic violence victim | <input type="checkbox"/> level of injury to victim |
| <input type="checkbox"/> prior incidents with same victim/suspect | <input type="checkbox"/> drug/alcohol use by suspect or victim |
| <input type="checkbox"/> ex parte obtained | <input type="checkbox"/> special needs of victim |
| <input type="checkbox"/> children present at scene | <input type="checkbox"/> photographs taken at scene |
| <input type="checkbox"/> suspect arrested at scene | <input type="checkbox"/> photographs taken by follow up investigator |
| <input type="checkbox"/> language spoken by victim | <input type="checkbox"/> method used to contact victim |
| <input type="checkbox"/> race of suspect | |

***Sections 16, 17, 18 are handled slightly different at the Columbia Police Department (CPD) and the Boone County Sheriff's Department (BCSD) as outlined below:**

16. (CPD) Members of Family Services Unit will address child abuse incidents when they are related to domestic violence.
16. (BCSD) The investigator will address child abuse incidents related to domestic violence by referral to a child abuse investigator.
17. (CPD) Members of the Family Services Unit will support each other on the investigation of all violence against women incidents to include:
 - < Rape
 - < Sexual Assault
 - < Stalking
 - < Domestic Violence
 - < Property Damage
17. (BCSD) The investigator will provide support for investigations involving crimes against women including, but not limited to:
 - < Rape
 - < Sexual Assault
 - < Stalking
 - < Other criminal offenses as a result of an intimate relationship
18. (CPD) Members of the Family Services Unit will provide records of their time spent on working domestic violence investigations that will be approved by the supervisor and provided to Department of Public Safety.

True North of Columbia: for Victims of Domestic Violence

B. DOVE VICTIM ADVOCATE PROTOCOLS

1. The DOVE Victim Advocate is responsible for reviewing CPD/BCSD Domestic Violence reports (FFR and Offense) within 24 hours after the detective makes the report available.
2. The DOVE Victim Advocate will attempt to contact victim within 48 hours of reviewing the detective's report. This communication may be by letter, telephone, home visit with an accompanying detective, or in person meeting somewhere other than victim's home.
3. Home visits are performed at the request of the victim or DOVE Unit member when there is a concern or reason to do so.
4. The DOVE Victim Advocate will provide victims with information regarding shelter services, safety planning, community resource information, and information regarding civil orders of protection or other basic court information.

5. The DOVE Victim Advocate will meet with survivors to provide DV101 education sessions when amenable to victim.
6. The DOVE Victim Advocate will assist with "case management" on an as-needed or as-appropriate basis if the service assists the crime victim in working toward a life free from violence. This includes advocacy with other community agency members and community resources.
7. The DOVE Victim Advocate will refer victims to and work with Prosecutor's Victim Advocate when appropriate—particularly in assisting with crime victim's compensation applications and researching the status of the criminal case against the abuser.
8. The DOVE Victim Advocate will attend full order hearings on the request of the victim, or will assist with arranging court advocacy through The Shelter CAP program. (If The DOVE Victim Advocate deems it appropriate, he/she may offer The Shelter services information to victims met at full order hearing.)
9. The DOVE Victim Advocate will attend Unit meetings on a regular basis. If the advocate cannot attend, he/she will contact the agency supervisor to find a replacement.
10. The DOVE Victim Advocate will provide DOVE Unit members with domestic violence information and will assist in facilitating DOVE Unit education presentations involving shelter volunteers, law enforcement personnel and community members.
11. The DOVE Victim Advocate will keep ongoing information regarding DOVE clients for two months. If no contact has been achieved by this time, the information will be filed.
12. The DOVE Victim Advocate will maintain ongoing communication with other Unit members.
13. The DOVE Victim Advocate will attempt to prioritize cases on basis of potential lethality, repeated law enforcement response to the same victim, weapons involved/available, level of injury, threats to kill or commit suicide, etc.
14. The DOVE Victim Advocate will implement and adhere to the protocol accountability structure established by the Unit.
15. The DOVE Victim Advocate will assist the Unit in providing appropriate feedback to criminal justice systems' personnel when commendation or criticism is warranted.
16. The DOVE Victim Advocate will send evaluations to all victims with whom he/she has been able to establish contact at least quarterly.

C. First Responder Victim Advocate

1. The first responder advocate will respond to domestic disturbance calls within CPD's jurisdiction during the advocate's shift when call out criteria is met:
 - < If subjects are involved in an Intimate Partner Relationship
 - < The suspect will be charged with first, second or third degree domestic assault.
 - < If the victim is requesting an afterhours ex parte or shelter

- < If the victim is intoxicated, officers still need to call for the first responder advocate to respond. The first responder will then provide information about services and determine if the victim is suitable for services. If the advocate determines the victim is too intoxicated for services, the officer will be responsible if the victim requests a ride to safety.
- 2. The first responder advocate will offer immediate crisis intervention and personal advocacy services to the victim while responding to the domestic disturbance.
- 3. If extended services are going to be provided (more than 10-15 minutes), the first responder advocate will attempt to take the victim to True North to complete services.
- 4. Provide technical assistance regarding the nature and dynamics of domestic violence for law enforcement while responding to a domestic disturbance.
- 5. The first responder will educate victims about the cycle of violence, the dynamics of domestic violence, and options for service.
- 6. The first responder advocate will provide transportation back to the shelter if the victim would like services. However, if the victim needs transportation back their home the officer will be responsible.
- 7. Accompany CPD officers on "ride along" to stay current with protocols, expectations and establish trust and familiarity with officers.
- 8. Attend DOVE unit meetings on a regular basis.
- 9. Provide DOVE unit members with domestic violence information and assist in facilitating DOVE unit education presentations involving shelter volunteers, law enforcement personnel and community members.
- 10. Attend shift meetings at 3pm and 6pm at CPD once a month to communicate with the 3rd and 4th shift officers. This time will be used to ask the officers if they have any questions and remind them about the first responder's protocol for being call-out.

THE BOONE COUNTY PROSECUTING ATTORNEY'S OFFICE

D. PROTOCOL/GUIDELINES FOR THE PROSECUTING ATTORNEY IN DOMESTIC VIOLENCE CASES

1. Review investigative reports as soon after receipt as possible;
2. If additional information is needed before the filing decision can be made, request the appropriate officer to conduct follow up investigation;
3. Ensure that investigative members of the DOVE unit clearly understand exactly what the follow up request is and why the request is being made;

4. Make contact with the victim via PA investigator, victim advocate or personally prior to filing when appropriate to evaluate the filing decision;
5. Make filing decisions in a timely fashion to avoid compromising victim safety;
6. If there is a good faith basis for a charge, err on the side of filing charges;
7. Filing decisions shall be based on whether there is sufficient evidence to get a conviction regardless of the victim's desire to prosecute. A victim's unwillingness or inability to assist is an issue for consideration but not an exclusion to filing charges in the appropriate case;
8. Request bond amounts higher than pre-set bonds when appropriate to further victim safety, for instance, do not hesitate to request a \$30,000 bond with condition no contact with the victim even when the charge is misdemeanor assault in a case where the facts warrant such a request;
9. Post filing, contact victim when practicable to develop rapport, assist victim in understanding outcome options and gain further factual education;
10. Ensure that discovery and consistent, appropriate recommendations are promptly sent to defense counsel;
11. Move cases to final disposition as expeditiously as possible;
12. Attend DOVE unit meetings and be prepared to discuss cases, explain rational for decisions and freely express ideas on how to improve our work product;
13. Provide training to law enforcement and other agencies involved in protecting and serving victims of domestic violence;
14. Stay current on the law and update members of DOVE unit on new legislative developments;
15. Attend training and maintain progressive approach to domestic violence prosecution.

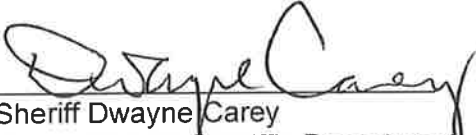
E. PROTOCOL/GUIDELINES FOR THE PROSECUTING ATTORNEY'S VICTIM ADVOCATE WHEN RESPONDING TO DOMESTIC VIOLENCE CASES

The Prosecuting Attorney's Victim Advocate will attempt to do the following when practicable:

1. Review law enforcement reports or case files, and, within 24 hours, attempt to contact victims. on a case wherein the offense is a misdemeanor, a Victim Impact Statement will be sent if possible. On felony cases, phone contact and a Victim Impact Statement will be the means of contact.
2. During phone contact the Victim Advocate will assess the victims':
 - < Safety
 - < Severity of injury/trauma (medical release, CVCF)


- < Level of support (family, community, DOVE unit contact)
 - < Level of Criminal Justice System knowledge
 - < Need for immediate face-to-face contact
3. Document all contacts in the case file and follow-up with the designated prosecuting attorney or DOVE Unit member (if necessary) and inform the victim of potential plea options.
 4. Meet with the victim face-to-face to provide Criminal Justice System education/preparation, emotional support, court accompaniment, and referral to community supports.
 5. Respond within a reasonable time to any other victim request.
 6. Upon case disposition, send closing letter and Victim Services Survey with self addressed stamped envelope.
 7. Attend all DOVE Unit meetings and prepare list for case review.

These protocols have been reviewed and approved by DOVE Unit agency supervisors.


Sheriff Dwayne Carey
Boone County Sheriff's Department

9-8-15

Date


Daniel Knight, Prosecuting Attorney
Boone County Office

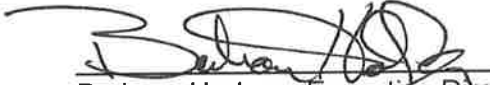
9-7-15

Date


Chief Kenneth Burton
Columbia Police Department

9-8-15

Date


Barbara Hodges, Executive Director
True North of Columbia, INC.

9-8-15

Date

Columbia Police Department Domestic Violence Enforcement Unit Satisfaction Survey

1. How satisfied were you with the services received from law enforcement officers who responded to your incident?

- ☐ Very satisfied
☐ Somewhat satisfied
☐ Somewhat dissatisfied
☐ very dissatisfied

2. Did the Officer:

	Yes	No	N/A
Inquire if you needed medical assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide/arrange for medical assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show concern for your current situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offer to provide/arrange transportation to a safe place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide referral information for other agencies to assist with your needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise you of what the next steps in the case would be?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allow you to talk about your situation without judging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make you feel at ease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide you his/her name, contact information and case number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Did the officer give you a domestic violence yellow card containing information on ex-parte orders of protection and your rights as a victim?

- ☐ Yes
☐ No
☐ Don't remember

4. Have you been contacted by a domestic violence detective since the initial report was taken?

- ☐ Yes
☐ No

5. How soon were you contacted by the domestic violence detective after the initial report?

- ☐ The next day
- ☐ Within 2-3 days
- ☐ Within 4-7 days
- ☐ More than 7 days

6. How concerned did the detective appear to be about your situation?

- ☐ Very concerned
- ☐ Somewhat concerned
- ☐ Not concerned

7. Did the detective who contacted you after the initial report provide any of the following:

	Yes	No	N/A
Information regarding the status of your case?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Referral to other service agencies (Ex True North Shelter)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reassurance that the Police Department was concerned about what happened to you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crime prevention information?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Were you kept informed about your investigation/case?

- ☐ Yes
- ☐ No

Done

Powered by



See how easy it is to create a survey.



Domestic Violence Enforcement Unit

600 E. Walnut Street, Columbia, MO 65201



September 16, 2015

Review Committee STOP Violence Against Women Grant Program
c/o Missouri Department of Public Safety
Crime Victims Services Unit
P.O. Box 749
Jefferson City, MO. 65102

Dear Members of the Review Panel:

Please accept our 2015 grant report for the continued funding of the DOVE (domestic violence) program in Boone County, Missouri. The DOVE unit is a collaborative effort of the Columbia Police Department Family Services Unit, Boone County Sheriff's Department, Boone County Prosecuting Attorney's Office, and True North with the purpose to combat domestic violence in the city of Columbia/Boone County.

The personnel of the DOVE unit continually strive to hold those responsible for domestic abuse accountable. The DOVE unit aggressively investigates reports of domestic violence and seeks to arrest abusers wherever they may hide. The investigation of abusers and the rendering of assistance to the abused will continue to be a priority for our department.

The work of the DOVE program in the city of Columbia and the county of Boone has historically created a positive impact on the lives of women in our jurisdiction and beyond. I am hopeful the good work of the domestic violence unit will continue to be funded by the STOP grant so the victims of domestic violence may continue to receive the services they, unfortunately, so desperately need. If I can provide any additional information, please do not hesitate to contact me.

Sincerely,

Ken Burton,
Police Chief

Michael J. Maynard,
Sergeant

Heath Chinn <hchinn@boonecountymmo.org>
To: Andrew Muscato <ammuscat@gocolumbiamo.com>

Thu, Sep 3, 2015 at 12:25 PM

Andy,

Here you go. It should be noted that as of 2015, I am no longer keeping track of verbal reports. Although, the verbal reports have not stopped yet, there is a plan to dismiss them so I chose not to keep track of the reports any longer. If you need those numbers, I could come up with an approximate number. Let me know if you need anything else.

2015 (Jan-Jul)
Arrests-102
Warrant Requests-49
*Verbal-145**
No Action Taken-29

2014
Arrests-173
Warrant Requests-102
Verbal-301
No Action Taken-43

2013
Arrests-141
Warrant Requests-136
Verbal-274
No Action Taken-41

Detective Heath Chinn
Boone County Sheriff's Dept.
DOVE Unit - Domestic Violence Investigations
2121 County Drive
Columbia, MO 65202
(573) 875-1111 ext. 6266
(573) 874-8953 fax
HChinn@boonecountymmo.org

***See below e-mail**

Fri, Sep 4, 2015 at 9:44 AM

Heath Chinn <hchinn@boonecountymmo.org>
To: Andrew Muscato <ammuscat@gocolumbiamo.com>

Approximately 145, January-July. Not sure how accurate that is though.

REVISED DOVE BUDGET FY16-FY17

Employee	Salary Per Period	# Pay Periods	% of Grant		Local Match	Local Match Share	Fed/State Share
			Funded Time	Total Cost			
Nichols, Randell	2,239.35	52	81.25	94,610.80	49	46,359.29	48,251.51
Muscato, Andrew	1,828.31	52	79.23	75,325.48	49	36,909.48	38,415.99
	4,067.66			169,936.28		83,268.77	86,667.50
PT DOVE ASSISTANT	700.00	52	100	36,400.00	49	17,836.00	18,564.00
Personnel Total	4,767.66			206,336.28		101,104.77	105,231.50

Benefits	Salary/Premium	Percent/# of Periods	% of		Local Match	Local Match Share	Fed/State Share
			Funding Requested	Total Cost			
FICA/Medicare	206,336.28	0.0765	100	15,784.73	49	7,734.52	8,050.22
Pension/Retirement (FY16)	64,575.79	0.4158	100	26,850.61	49	13,156.80	13,693.81
Pension/Retirement (FY17)	105,360.49	0.4208	100	44,335.69	49	21,724.49	22,611.20
Medical Insurance, RN (2016)	197.30	26	0.8125	4,167.96	49	2,042.29	2,125.67
Medical Insurance, RN (2017)	207.17	26	0.8125	4,376.47	49	2,144.47	2,232.01
Medical Insurance, AM (2016)	197.30	26	0.7923	4,064.34	49	1,991.53	2,072.81
Medical Insurance, AM (2017)	207.17	26	0.7923	4,267.67	49	2,091.16	2,176.51
Benefits Total	377,081.50			103,847.47		50,885.26	52,962.23
Salary & Benefits Total				310,183.73		151,990.03	158,193.73

NOTE: Nichols/Muscato salary amounts held at FY14-FY15 grant award amounts per Admin email of changes needed

- In order to achieve this, % of grant funded must be reduced from prior year amounts

Insurance approved at \$197.30 for Yr1, and \$207.17 for Yr2 per Admin email of changes needed

REVISED DOVE BUDGET FY16-FY17

1819.662	0.812584
1448.75	0.792398

Columbia, MO Police Dept - Grant Information

FY 2016		
Budgeted	Non-Budgeted*	Description
\$ 78,359.00		Anticipated DOVE Grant FY16 portion of 2 year (16-17) grant
	\$ 117,361.60	MODOT-Traffic & Hwy Division: DWI Full Time Unit
	\$ 20,000.00	MODOT-Traffic & Hwy Division: Sobriety Chkpoints
	\$ 21,992.00	MODOT-Traffic & Hwy Division: Youth Alcohol Enforcement
	\$ 22,883.00	BYRNE Justice Asst Grant (Sub-grantee of Boone County Missouri)
	\$ 30,000.00	Anticipated HIDTA grant for FY16
	\$ 8,000.00	Anticipated ATF-SLOT grant for FY16
\$ 78,359.00	\$ 220,236.60	Anticipated Grant's for FY2016

FY2015		
Budgeted	Non-Budgeted*	Description
\$ 78,359.00		DOVE Grant FY15 portion of 2 year (14-15) grant
	\$ 74,652.00	MODOT-Traffic & Hwy Division: DWI Full Time Unit
	\$ 28,060.00	MODOT-Traffic & Hwy Division: Sobriety Chkpoints
	\$ 9,760.00	MODOT-Traffic & Hwy Division: Hazardous Moving Violations
	\$ 3,240.00	MODOT-Traffic & Hwy Division: Occupant Protection
	\$ 27,742.00	BYRNE Justice Asst Grant (Sub-grantee of Boone County Missouri)
	\$ 32,065.00	HIDTA Grant (DEA Task Force Officer)
	\$ 23,298.00	ATF-SLOT Grant (ATF Task Force Officer)
\$ 78,359.00	\$ 198,817.00	Grant's Received in FY2015

FY2014		
Budgeted	Non-Budgeted*	Description
	\$ 70,983.00	DOVE Grant FY14 portion of 1 year (14-15) grant
	\$ 73,469.00	MODOT-Traffic & Hwy Division: DWI Full Time Unit
	\$ 25,000.00	MODOT-Traffic & Hwy Division: Sobriety Chkpoints
	\$ 10,000.00	MODOT-Traffic & Hwy Division: Hazardous Moving Violations
	\$ 3,000.00	MODOT-Traffic & Hwy Division: Occupant Protection
	\$ 11,462.00	EUDL
	\$ 26,335.00	BYRNE Justice Asst Grant (Sub-grantee of Boone County Missouri)
	\$ 25,898.00	HIDTA Grant (DEA Task Force Officer)
	\$ 10,237.00	ATF-SLOT Grant (ATF Task Force Officer)
\$ -	\$ 256,384.00	Grant's Received in FY2014

*Non-budgeted grant funds are taken to council for approval and appropriation at time of receipt. We do not budget these items, as we do not have award letters/details at time of budget documentation.